

# Introduction

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## About AEPSi



AEPSinteractive™ (AEPSi™) is a web-based management system for AEPS that makes it easier for AEPS® users to make the most of AEPS, meet reporting mandates, determine eligibility, and manage and track child data. AEPSi has all the integrity of AEPS plus the time—and paperwork—saving convenience of automated scoring and powerful functionality that transforms AEPS findings into child progress reports

and OSEP Child Outcomes Reports. AEPS is truly a complete solution for programs that also need to meet accountability and eligibility challenges—without sacrificing quality programming and good outcomes for children.

We are excited for you to see all the ways AEPSi can make it easier for you to help your children make real progress.

## About the User Manual

This manual is intended to help you navigate and perform all functions of the AEPSi on-line tool. This specific manual has been written with the basic AEPSi user in mind.

Who is this user? AEPSi users can be early childhood professionals, service providers, or team members—in short, anyone who is not an AEPSi Administrator. This manual is designed for users like you who are tasked with assessing children. You may be a preschool teacher, a teacher's aide, a home visitor, or a speech-language pathologist. The list could go on.

Within this manual you will find basic information on how to enter child records, how to enter an assessment of a child or group of children using AEPS, and how to generate child and group reports based on assessment results. This, however, is just the beginning. Within this manual you'll find detailed instructions on how to navigate through each area of AEPSi.



Thank you for choosing AEPSi as your on-line assessment and intervention tool.

# Logging In

## Section 1

The AEPSi login page is where you login to access your AEPSi account. You may also follow the tabbed links at the top of the page to access additional information about AEPS and AEPSi. Logging in to AEPSi is the first step in setting up your personalized AEPSi account. As a new user, you should receive an e-mail generated by AEPSi that contains your username and a link to set up your password.

From: aepsi-info@www.aepsi.com [aepsi-info@www.aepsi.com]  
Sent: Wednesday, May 28, 2008 1:39 PM  
To: Inte'a Deshields  
Cc: Implementation  
Subject: AEPSi Account Information: Account Information.

Dear Sally Markim,

Welcome to AEPSinteractive, the powerful web-based management system for the bestselling Assessment Evaluation and Programming System (AEPS®). We're delighted to have you on board!

To begin using AEPSinteractive, you will need to follow the link below to accept the end user license agreement and create your own password.

Follow this link to create your AEPSinteractive password link

<https://www.aepsi.com/aepsi/passwordchange.htm?pi=316552&p2=78690&p3=1021&p4=22&sl=ao>

Once you have accepted the terms of the end user license agreement and created your password, you will be taken to the AEPSi login page where you will enter your username and new password.

Your username is: s\_markim.

We look forward to showing you how AEPSinteractive will help you meet reporting mandates, make the most of your assessment time, track progress, and improve many other facets of your work.

Your AEPSi implementation manager will contact you within 2-3 business days to schedule a one hour training session to guide you through all the steps necessary to successfully manage your AEPSi account. In the meantime, if you have any questions, e-mail [implementation@brookespublishing.com](mailto:implementation@brookespublishing.com).

Thank you for choosing AEPSi,

The AEPSinteractive Team  
1-866-386-2666  
<http://www.aepsi.com>

Wed, May 28

**AEPSi**  
Real Progress for Every Child

Features | FAQs | Take a Tour | Free Trial | Pricing | Research | Rave Reviews | Request Info

**Member Login**

USERNAME >   
PASSWORD >   
**LOGIN**

> Forgot Password?  
> Login Help

**WELCOME to AEPSi**

Introducing AEPSinteractive™, the new electronic management system for AEPS® designed to help early childhood professionals focus on children, not paperwork!

Thousands of programs serving children birth to 6 already rely on the curriculum-based assessment AEPS to help them detect delays in children's development and plan effective intervention programming.

**Reporting made easier**

Now, AEPSi eliminates much of the paperwork required for reporting progress and other child data. Here are just a few of the tasks AEPSi automates for you:

- generates with one click OSEP Child Outcomes reports
- scores the AEPS Test
- tracks, displays, and records a child's progress over time
- provides eligibility reports with a single click
- creates customized IFSP/IEP summary reports
- transfers results from new group assessments to each child's record

...and much, much more.

See for yourself how AEPSi streamlines your reporting so you can get back to the business of helping children! Try it out for your program.

**SIGN UP FOR A FREE 30-DAY TRIAL**

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Once you're an AEPSi user, type in the AEPSi URL (**www.aepsi.com**) and you will be directed to the login page.

Enter in your username and password, and click the *Login* button to enter the AEPSi site.

*NOTE: It is very important that you log off when you are finished using AEPSi. To log off, click Log Off on the upper right-hand corner from any screen within AEPSi. If you fail to log off and you use a public computer, other people who use the computer may be able to see your private AEPSi information, including child names and records.*

## Forgotten Username or Password

If you have forgotten your **password**, click on the “Forgotten Password?” link on the AEPsi home page ([www.aepsi.com](http://www.aepsi.com)). This will take you to the **Reset Password** page, where you will be prompted to enter your user name and email address. After entering these, click on the “Submit” button. You will receive an email from the system shortly thereafter with your password in it.

If you have forgotten your **username**, please contact your AEPsi administrator. They will be able to provide you with your username information.

The screenshot shows the AEPsi home page. At the top is the AEPsi logo with the tagline 'Real Progress for Every Child'. Below the logo is a navigation bar with links: Features, FAQs, Take a Tour, Free Trial, Pricing, Research, Rave Reviews, and Request Info. The main content area is divided into two columns. The left column is titled 'Member Login' and contains a form with fields for 'USERNAME >' and 'PASSWORD >', a 'LOGIN >' button, and a link for 'Forgot Password?'. The right column is titled 'WELCOME to AEPsi' and contains introductory text about AEPsiInteractive™, a list of features, and a 'SIGN UP FOR A FREE 30-DAY TRIAL >' button. The footer includes the Brookes Publishing Co. logo and copyright information.

*NOTE: Once you login successfully, you will then be able to perform a child search from any page in AEPsi. Enter the first name, last name, or ID number of the child you wish to find in the open field under Child Search on the left-hand side of the screen, and click the purple button to the right of the field. A list of children matching the name or number you input will appear on a new page. You may then select the child that you were searching for by clicking on the link that will bring you to the **Child Summary** page for that child.*

The screenshot shows the AEPsi user interface after a successful login. The top navigation bar includes links: Admin, My AEPsi, My Children, My Groups, My Reports, My Calendar, My Toolkit, My Profile, and Help. The main content area is divided into two columns. The left column is titled 'CHILD SEARCH' and contains a search field and a purple button. The right column is titled 'MY AEPsi' and contains sections for 'MY CHILDREN', 'WHAT'S NEW', and 'ASSESSMENTS IN PROGRESS'. The 'MY CHILDREN' section lists children: Archer, Lauren; Brady, Marsha; Brown, Mable; Camp, Tyree; and Corleone, Michael. The 'WHAT'S NEW' section lists recent updates. The 'ASSESSMENTS IN PROGRESS' section lists children: Brady, Marsha; Brown, Mable; Camp, Tyree; Forman, Jenny; and Graves, Tory. The footer includes the Brookes Publishing Co. logo and copyright information.

# My Profile

## Section 2

The **My Profile** page is the page within AEPSi that includes your personal information. When you first become an AEPSi user, you should go to the **My Profile** page by clicking the *My Profile* tab at the top of your screen.

WELCOME Megan Calhoun | Brookes Publi... Log Off

Admin | My AEPSi | My Children | My Groups | My Reports | My Calendar | My Tools | **My Profile** | Help

CHILD SEARCH

### MY PROFILE

Salutation: Ms. [v]

\* First Name: Megan

Middle Initial/Name:

\* Last Name: Calhoun

\* Occupation: teacher

Address 1:

Address 2:

City:

State: Select One [v]

Zip:

\* Day Phone: 410-455-4455

Evening Phone:

Mobile Phone:

Fax Number:

\* E-mail Address: mcalhoun@brookespublishing.com

\* Username: mcalhoun

Notes/Comments: Notes

Save

Reset Password

Note: To change your password, click the Reset Password button. An e-mail will be sent to your e-mail address, with a link to reset your password.

Save

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## Editing My Profile

To enter in or edit your personal information, click inside the text boxes next to the profile fields and type in the following personal information. Items indicated with a red arrow are required. Click the *Save* button to save your information.

To change your password, click the *Reset Password* button. This will send you an email with a link that allows you to recreate your password.

**My AEPSi**, your personalized homepage within the AEPSi system, is designed to give you a snapshot of your activity and options within your AEPSi. You will always be directed to this page when you login. From My AEPSi, you can click links that are both on the taskbar at the top of the screen (**My Children, My Groups, My Reports, My Calendar, My Toolkit, My Profile, and Help**) and under the subheadings *My Children, Calendar, What's New, My Reports, and Assessments in Progress*.

### My Children section of the My AEPSi page

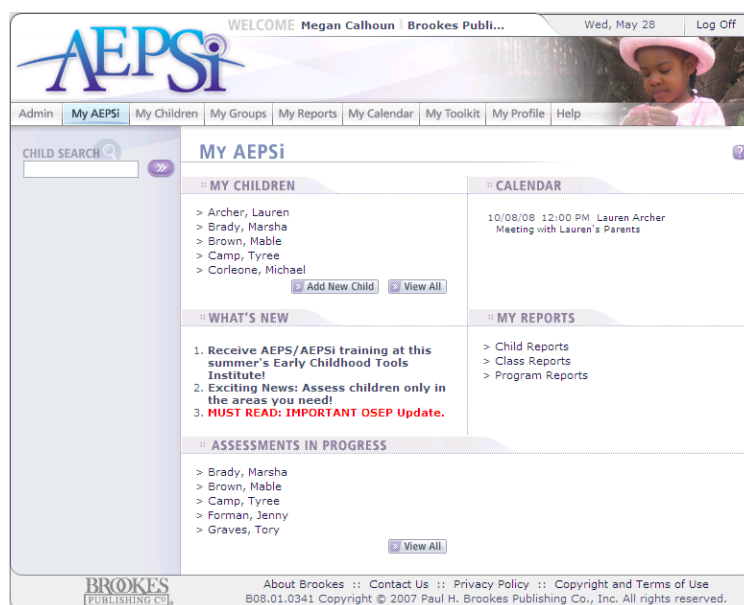
**My Children** shows a snapshot of children to which you are assigned. To view all children in your AEPSi, click *View All*. To add a new child from this page, click the *Add New Child* button.

### Calendar section of the My AEPSi page

The **Calendar** section in your **My AEPSi** shows a short list of events that are scheduled for any of your children or for yourself, starting with today's date.

To view additional entries, click on the *My Calendar* tab at the top of the screen. You will be directed to the **My Calendar** page that lists all calendar events for each child in your AEPSi. To view an entry in detail, click on the Date/Time of the event.

See Section 12: **My Calendar** for more information on how to add entries.



### What's New section of the My AEPSi page

The **What's New** section highlights the most recent news and updates from Brookes Publishing Co., the developers of AEPSi™.

To view the archives of the **What's New** section, click the *More News* link.

### My Reports section of the My AEPSi page

**My Reports** is a quick link to Child Reports and Class Reports. Click either *Child Reports* or *Class Reports* to be directed to these areas.

### Assessments in Progress section of the My AEPSi page

**Assessments in Progress** shows a snapshot of assessments that have been started but are not yet complete for your children. They are listed by child or group name.

Select the assessment of your choosing by clicking the assessment name to view or edit one of these assessments.

# My Children

## Section 4

The **My Children** page is the central location where all children you input into AEPSi are listed. From here you can select a child and manage all of his or her information that has been entered into the AEPSi system. By clicking the *My Children* tab at the top of the screen, you are brought to the **My Children** page, which contains a list of your children and their names, ID numbers, and dates of last assessment. Your children will be arranged in alphabetical order according to last name.

*NOTE: The ID number field is optional. If your school or institution requires you to track the children you serve by unique identifiers, you may add these unique identifiers to the child's profile. You may, however, leave this field blank.*

Name	Child ID	Last Assessment
Brady, Marsha		In Progress
Brown, Mable		In Progress
Camp, Tyree		In Progress
Forman, Jenny	ID	In Progress
Graves, Tory		In Progress
Gufstason, Gus		In Progress
Tolkins, Alice		In Progress
Leikas, Stacy		Start Assessment
Archer, Lauren	19832	2007-09-27
Corleone, Michael		2007-10-25
Hattie, Kim		2007-11-08
Humphrey, Babette		2007-11-08
Linwood, Lucy		2007-12-06
Lopez, Maria		2007-09-27
McAdams, Timmy	09862	2007-10-22
McDaniels, Wilbert		2007-10-22
Miller, Mark		2007-11-08

Assessment status is also indicated on this page.

If the last assessment administered is complete, the date of that assessment will be shown in the Last Assessment column. If the last assessment is incomplete, "In Progress" will be displayed in the Last Assessment column.

If a child has never been assessed, "Not Yet Started" will be displayed in the Last Assessment column.

If a child is part of a group, you will see a group icon in the Last Assessment column.

When you click any of these links, you will be taken to the **CODRF Summary Page**. To conduct an assessment or view or print a previous assessment or reports, please select a child first by clicking on that child's name.

*NOTE: You cannot sort by status of last assessment.*

To add a new child, click the *Add a New Child* button on the upper right-hand or lower right-hand side of the page.

To be taken to a specific **Child Summary** page, click the child's name or Child ID.

## Add a New Child

To add a child, click the *Add a New Child* button (these are located on multiple pages throughout the system). You will be taken to the **Child Profile** page where you will be prompted to fill in information regarding the child and his or her family or caregiver(s).



## Adding a Child Profile

When adding a new child, fill in the following child information (necessary fields are indicated with a red arrow).

The administrator(s) of your program may create additional custom fields on the profile page to be completed.

In order for a child to be included in OSEP Reporting, there are four required fields that must be completed:

WELCOME Megan Calhoun :: Brookes Publi... Log Off

Admin My AEPSi My Children My Groups My Reports My Calendar My Toolkit My Profile Help

CHILD SEARCH >>

### CREATE CHILD RECORD

Save

\* First Name:

Middle Initial/Name:

\* Last Name:

\* Date of Birth:  (mm/dd/yyyy)

\* Weeks Premature:

\* AEPS Level: ☐ I ☐ II

Gender: ☒ Male ☐ Female

\* Dev. Status:

Medical Info:

Identifier (ID):

Address 1:

Address 2:

City:

State:

Zip:

Notes/Comments:

\* Include in OSEP Reporting: ☒ Yes ☐ No ?

\* Funding Source:

\* Program Entry Date:  mm/dd/yyyy

\* Program Exit Date:  mm/dd/yyyy

Save

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### Include in OSEP Reporting:

Select "yes" if the child will be included in OSEP reporting. If the child will not be included in OSEP Reporting, select "no" for OSEP Participant. You can then save the child profile without entering the funding source, program entry date, and program exit date.

**Funding Source:** Select whether the child is Early Childhood Sp Ed - Part B (3-5) or Early Intervention-Part C (Birth-3).

### Program Entry Date

**Program Exit Date** (NOTE: Once the program exit date for a child is known, enter that information here. If a valid date is not entered, the child won't be included in the OSEP Exit Report.)

To add a Caregiver Profile, see **Child/Caregiver Profiles** in Section 5.

# Child Summary

## Section 5

The **Child Summary** page is the central place for managing child reports. The page also contains snapshots of the child's profile, recent changes made to his or her AEPSi records, calendar events, and recent assessments and reports.

*NOTE: Once you view a child's summary page (or any other child-specific page), the taskbar on the left changes to include links to AEPSi sections that are specific to that child.*

To get to the **Child Summary** page, select a child's name from the list on the **My Children** page.

*NOTE: Clicking the child's name on the taskbar to the left (under the Child Search) will take you back to that child's **Child Summary** page.*

**WELCOME Megan Calhoun | Brookes Publi...** Wed, May 28 Log Off

**AEPSi**

Admin | My AEPSi | My Children | My Groups | My Reports | My Calendar | My Toolkit | My Profile | Help

**CHILD SEARCH**

**Name: Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

**CHILD SUMMARY**

**PROFILE**

Name: Timmy McAdams  
Child ID: 09862  
DOB: 01/23/01  
Age: 7y 4m (88m)  
Adjusted Age: 7y 3m (87m)  
AEPS Level: II  
Caregiver: Elizabeth McAdams  
Team: Inte'a DeShields << Megan Calhoun AEPSi Tutorial Monica Belle AEPSi Demo Kevin Warg

**RECENT ACTIVITY**

- 04/16/08 Monica Belle updated a family report
- 04/02/08 Inte'a DeShields created a family report
- 03/12/08 Inte'a DeShields created a family report

**CALENDAR**

- 06/03/08 09:00 AM Meet with Timmy's parents

**AEPS TESTS**

Date	Level	Test Period	Status	
01/09/07	II	1	✓ OSEP ENTRY	View   Print   Edit   Delete   Export
01/09/07	II	2	✓	View   Print   Edit   Delete   Export
04/09/07	II	3	✓	View   Print   Edit   Delete   Export
04/10/07	II	4	✓ OSEP EXIT	View   Print   Edit   Delete   Export
10/22/07	II	5	✓	View   Print   Edit   Delete   Export

**CHILD JOURNAL**

Date	Author	Entry
10/29/06	AEPSi Tutorial	Today, Timmy demonstrated a better willingness to share with other children and participate in group...
12/13/06	AEPSi Tutorial	Timmy's fine motor skills continue to improve, but he is still suffering from a significant delay in...

**FAMILY REPORT**

Date	Level	Completed By	
01/10/07	II		View   Print   Edit   Delete
04/25/07	II		View   Print   Edit   Delete
09/12/07	I		View   Print   Edit   Delete
01/24/08	II		View   Print   Edit   Delete
01/28/08	II		View   Print   Edit   Delete
01/28/08	II		View   Print   Edit   Delete
02/01/08	II		View   Print   Edit   Delete
02/01/08	II		View   Print   Edit   Delete
02/04/08	II		View   Print   Edit   Delete
03/12/08	II		View   Print   Edit   Delete

**CHILD REPORTS**

Score Summary	View   Print   Export
Graphed Scores	View/Print
Child Progress Record	View/Print
Provider Notes	View   Print   Export
IFSP/IEP Summary	View   Print   Export
Present Level of Functioning	View   Print   Export
Eligibility Cutoff Scores	View   Print   Export

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## Recent Activity

The **Recent Activity** section shows you a list of the three most recent saved items for a child. You may click an item that includes the date and activity to view it.

*NOTE: Calendar entries and child team changes will not appear in **Recent Activity**.*

## Recent Assessments and Reports

At the bottom of the **Child Summary** page, you will see a list of the child's most recent assessments and reports. You may select an assessment or report from this list to view, print, edit, or export, or you may click the *Create New* button to begin a new assessment.

You may also select *[Child's name]'s Assessments* or *[Child's name]'s Reports* from the left toolbar. These links will give you access to all of this child's assessments and reports, including links to begin to fill out new assessments and reports. See Sections 8 – 10 for more information on how to fill out new assessments and reports or edit existing ones.

## Child Calendar

The **Calendar** section shows a list of events that are scheduled for the child, starting with today's date. To enter a new event, click the *Add Event* button.



## Viewing a Calendar Entry

To view an event, click the Date/Time of the event you would like to view from the **Child Summary** or **Child Calendar** pages.

The screenshot shows the AEPSi web interface. At the top, it says "WELCOME Megan Calhoun | Brookes Publi..." and "Thu, May 29" with a "Log Off" link. A navigation bar includes "Admin", "My AEPSi", "My Children", "My Groups", "My Reports", "My Calendar", "My Toolkit", "My Profile", and "Help". The main content area is titled "CHILD CALENDAR". On the left, there's a "CHILD SEARCH" box and a list of links for "Timmy McAdams": Profile, Assessments, Journal, Reports, Calendar, and Team. The calendar table has columns: "Date/Time", "Event", and "Attendees". One event is listed: "06/03/08 09:00 AM" for "Meet with Timmy's parents", with attendees "Megan Calhoun", "Inte'a DeShields", and "Monica Belle". There are "Edit" and "Delete" links for this event. At the bottom right of the calendar area are "Add Event" and "Print Calendar" buttons. The footer includes the "BROOKES PUBLISHING CO." logo and copyright information.

This screenshot shows the "Add Event" form in the AEPSi system. The top navigation and welcome message are the same as the previous screenshot. The left sidebar shows the same list of links for Timmy McAdams. The main form area is titled "CHILD CALENDAR" and contains fields for "Event Date:" (mm/dd/yyyy), "Event Time:" (hh:mm) with AM/PM radio buttons, and a large text area for "Event:". Below these is a list of "Attendees" with checkboxes: Inte'a DeShields, Megan Calhoun, AEPSi Tutorial, Monica Belle, AEPSi Demo, Kevin Warg, and "Notify Family". A "Save" button is at the bottom right of the form. A red arrow points from the text "Click the Save button to save the entry." below the screenshot to the "Save" button.

Click the *Save* button to save the entry.

## Adding a Calendar Entry

To add a calendar event, click the **Add Event** button from the **Child Summary** or **Child Calendar** pages. You will be taken to the **Create Calendar** screen. By clicking in the text boxes provided, enter in the event date, time (select am or pm), event, location, and attendees. Click the *Notify Family* box if this is an event the family or caregiver(s) should be aware is taking place. *Note: this does not send the family member an email, it only serves as a reminder for the Provider when viewing the calendar.*

## Child/Caregiver Profiles

To view the child's complete profile, click on either the link to the left (e.g., *Timmy's Profile*)

Within the **Child Profile** is information on both the child and his or her caregiver(s) and team.

When the **Child Profile** page is open, you may edit child information by clicking the *Edit Child Profile* button.

WELCOME Megan Calhoun | Brookes Publi... Thu, May 29 Log Off

Admin My AEPsi My Children My Groups My Reports My Calendar My Toolkit My Profile Help

CHILD SEARCH

Name: **Timmy McAdams**

- **Timmy's Profile**
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

**CHILD PROFILE**

Name: Timmy McAdams  
Record Status: Active  
Child ID: 09862  
DOB: 01/23/01  
Age: 7y 4m (88m)  
Adjusted Age: 7y 3m (87m)  
AEPsi Level: II  
Gender: Male  
Dev. Status: At-Risk  
Medical Info: diagnosed with mild asthma and has an allergy to peanuts  
Address:  
Notes: Timmy's parents are recently divorced and his mother suffers from depression  
Include in OSEP Reporting: Yes  
Funding Source: Early Childhood Sp Ed - Part B (3-5)  
Program Entry Date: 02/01/04  
Program Exit Date: 06/01/06  
Classroom:

Caregiver: Elizabeth McAdams  
Relationship: Mother  
Address:  
Day Phone: 222-222-2222

[Update Child Team](#)

[Edit Child Profile](#)

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To add caregiver information or update a child's team, click the *Update Child Team* button.

The **Update Child Team** page will contain a list of the child's team members once they are assigned to the child (the child team includes the caregiver[s]).

To add caregiver information to the child's profile, click the *Add Caregiver* button.

WELCOME Megan Calhoun | Brookes Publi... Log Off

Admin My AEPsi My Children My Groups My Reports My Calendar My Toolkit My Profile Help

CHILD SEARCH

Name: **Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

**UPDATE CHILD TEAM**

Member Name	Phone Number	Title/Position		Select Lead Provider	Select/Deselect
McAdams, Elizabeth	222-222-2222	Caregiver	View   Edit   Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Belle, Monica	410-455-4455	Speech Language Pathologist	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calhoun, Megan	410-455-4455	teacher	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo, AEPsi	356-565-4454	Teacher	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DeShields, Inte'a	666-555-4454	Administrator	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tutorial, AEPsi	410-455-4455	teacher	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warg, John	877-884-3899	Teacher	View	<input type="checkbox"/>	<input type="checkbox"/>
Williams, Mary	000-000-0000	Teacher	View	<input type="checkbox"/>	<input type="checkbox"/>
Zeal, Justin	978-546-7346	Mr	View	<input type="checkbox"/>	<input type="checkbox"/>

[Add Caregiver](#) [Update List](#)

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Fill out all required fields indicated by a red arrow and any additional fields. When you are done, click the *Save* button.

The caregiver will be saved as one of the child's team members, and you will be returned to the **Child Summary** page.

WELCOME Megan Calhoun :: Brookes Publi... Log Off

Admin My AEPSi My Children My Groups My Reports My Calendar My Toolkit My Profile Help

CHILD SEARCH

Name: **Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

**EDIT CAREGIVER**

\* Salutation: Select One

\* First Name:

Middle Initial:

\* Last Name:

\* Relation to Child: Select One

Same Address: ☐

Address 1:

Address 2:

City:

State: Select One

Zip:

\* Day Phone:

Evening Phone:

Mobile Phone:

E-mail Address:

Occupation:

Home Language:

Siblings:

Notes/Comments:

Save

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Admin My AEPSi My Children My Groups My Reports My Calendar My Toolkit My Profile Help

CHILD SEARCH

Name: **Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

**UPDATE CHILD TEAM**

Member Name	Phone Number	Title/Position		Select Lead Provider	Select/Deselect
McAdams, Elizabeth	222-222-2222	Caregiver	View   Edit   Delete		<input checked="" type="checkbox"/>
Belle, Monica	410-455-4455	Speech Language Pathologist	View	<input type="radio"/>	<input checked="" type="checkbox"/>
Calhoun, Megan	410-455-4455	teacher	View	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Demo, AEPSi	356-565-4454	Teacher	View	<input type="radio"/>	<input checked="" type="checkbox"/>
DeShields, Inte'a	666-555-4454	Administrator	View	<input type="radio"/>	<input checked="" type="checkbox"/>
Tutorial, AEPSi	410-455-4455	teacher	View	<input type="radio"/>	<input checked="" type="checkbox"/>
Warg, John	877-884-3899	Teacher	View		<input type="checkbox"/>
Williams, Mary	000-000-0000	Teacher	View		<input type="checkbox"/>
Zeal, Justin	978-546-7346	Mr	View		<input type="checkbox"/>

Add Caregiver Update List

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If you have the appropriate permissions, you may add or remove team members from a child's team. To do so, click the *Update Child Team* button from the **Child Profile** page. Next, select or deselect team members by clicking the box next to a team member name. A check mark inside the box indicates you want this person on the child's team, and an unchecked box indicates that you wish to remove this person from the child's team. To save your changes, click the *Update List* button.

# Child Journal

## Section 6

Child journal entries are an effective way to make notes on a child's progress that can be shared with the child's other team members; these notes will be visible to each team member who is associated with this child and is an AEPSi user. This is also a good place to view other team members' entries on a specific child.

The **Child Journal** page, accessible from any of the child-specific pages by clicking a specific child's journal link on the taskbar to the left (e.g., *Timmy's Journal*), contains a chronological list of journal entries which shows the date of the entry, the author of the entry, and the first few words of the entry.

To view a complete journal entry, click the first few words of an entry.

To edit a journal entry, click *Edit* next to the entry you would like to edit.

To delete a journal entry, click *Delete* next to the entry you would like to delete. *Note: You will only be able to edit and delete journal entries that you originally entered.*

To print all journal entries for a child, click the *Print All Journal Entries* button below the last listed entry on the **Child Journal** main page.

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CHILD SEARCH

**CHILD JOURNAL**

Name: Timmy McAdams

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team

Date	Author	Entry	
10/29/06	AEPSi Tutorial	Today, Timmy demonstrated a better willingness to share with other children and participate in group activities	
12/13/06	AEPSi Tutorial	Timmy's fine motor skills continue to improve, but he is still suffering from a significant delay in his social skills.	
05/29/08	Megan Calhoun	Today Timmy played blocks with Joey	Edit   Delete

Add Journal Entry Print All Journal Entries

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CHILD SEARCH

**CHILD JOURNAL**

Name: Timmy McAdams DOB: 01/23/01 AEPS Level: II

Recorder: Megan Calhoun

Date: (mm/dd/yyyy)

Entry:

☐ Share with Family Save Print

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## Adding a Child Journal Entry

To add a journal entry, click the *Add Journal Entry* button below the last listed entry on the **Child Journal** main page. To add text, type inside the "Entry" text box.

To make other users aware that you approve having this entry shared with the child's caregiver(s), click the *Share with Family* box.

Click the *Save* button to save this entry.

# Child Team

## Section 7

The **Child Team** page is the area within AEPSi where you can view, edit, and unlink a specific child's team member. You can also view each team member's profile in this section.

The **Child Team** page, accessed by clicking a specific child's team link on the taskbar to the left (e.g., *Timmy's Team*), contains a list of that child's team members' names, e-mail addresses, phone numbers, and title/positions.

To view individual team member information, click the team member's name from the **Child Team** page. You will be taken to a screen where you can see the member's profile information.

To update the list of team members, click the *Update Child Team* button below the last team member entry on the **Child Team** page.

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CHILD SEARCH [ ]

**CHILD TEAM**

Name: **Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team**

Member Name	E-mail	Phone Number	Title/Position
McAdams, Elizabeth		222-222-2222	Caregiver
Calhoun, Megan <Lead>	mcalhoun@brookespublishing.com	410-455-4455	teacher
DeShields, Inte'a	ideshields@brookespublishing.com	666-555-4454	Administrator
Tutorial, AEPSi	implementation@brookespublishing.com	410-455-4455	teacher
Belle, Monica	mbelle@brookespublishing.com	410-455-4455	Speech Language Pathologist
Warg, Kevin	kwarg@brookespublishing.com	877-884-3899	Educator
Demo, AEPSi	mcalhoun@brookespublishing.com	356-565-4454	Teacher

[Update Child Team](#)

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*Note: The update Child Team button will only be available to the child's Lead Provider.*

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CHILD SEARCH [ ]

**UPDATE CHILD TEAM**

Name: **Timmy McAdams**

- Timmy's Profile
- Timmy's Assessments
- Timmy's Journal
- Timmy's Reports
- Timmy's Calendar
- Timmy's Team**

Member Name	Phone Number	Title/Position	Select Lead Provider	Select/Deselect
McAdams, Elizabeth	222-222-2222	Caregiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Belle, Monica	410-455-4455	Speech Language Pathologist	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calhoun, Megan	410-455-4455	teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo, AEPSi	356-565-4454	Teacher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DeShields, Inte'a	666-555-4454	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tutorial, AEPSi	410-455-4455	teacher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warg, John	877-884-3899	Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Williams, Mary	000-000-0000	Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Zeal, Justin	978-546-7346	Mr	<input type="checkbox"/>	<input type="checkbox"/>

[Add Caregiver](#) [Update List](#)

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You may remove a team member by unclicking the box under Select/Deselect and clicking the *Update List* button.

*NOTE: You cannot deselect a caregiver.* You may add a team member by selecting the *Add Team Member* button below the last team member entry on the **Child Team** page. You will be directed to a list of available team members. Click on the box under Select/Deselect next to the team member(s) you want to add, and click the *Update List* button to add the member(s).

*NOTE: The unlinked team member will not be entirely deleted from the AEPSi system. Rather, that team member will just become disassociated from that child. Administrators will still be able to access that provider's information and reassign him or her to another child's team.*



# Child Assessments

## Section 8

The **Child Assessments** page is the portal to AEPS assessments. By selecting a **Child Assessments** page from the left toolbar (e.g., *Jenny's Assessments*), you will be able to view all of this child's previously recorded assessments and fill out new assessments.

The **Child Assessments** page contains a list of all of the child's CODRFs (Child Observation Data Recording Forms) and Family Reports.

The CODRF listings are organized by date, level, test period, whether or not the CODRF is complete, and if this CODRF is marked for OSEP reporting.

The Family Report listings are organized by date, level, test period, and person who completed the report.

The screenshot shows the AEPSi interface for user Megan Calhoun. The left sidebar lists navigation options: Admin, My AEPSi, My Children, My Groups, My Reports, My Calendar, My Toolkit, My Profile, and Help. The main content area is titled 'CHILD ASSESSMENTS' and features a 'CHILD SEARCH' bar. Below this, a list of links for 'Jenny Forman' includes Profile, Assessments, Journal, Reports, Calendar, and Team. The 'AEPS TESTS' table shows two entries for Jenny Forman, both at Level II. The first entry is dated 11/14/06 with a status of 'Complete' and a 'View' link. The second entry is dated 11/14/06 with a status of 'In Progress' and a 'View' link. The 'FAMILY REPORT' table shows three entries for Jenny Forman, all at Level II, with completion dates of 12/23/06, 01/08/07, and 09/28/07. Each entry has a 'View' link. At the bottom, there are links for 'Create New CODRF' and 'Create New Family Report'.

The screenshot shows the AEPSi interface for user Megan Calhoun. The left sidebar lists navigation options: Admin, My AEPSi, My Children, My Groups, My Reports, My Calendar, My Toolkit, My Profile, and Help. The main content area is titled 'CODRF SUMMARY' and features a 'CHILD SEARCH' bar. Below this, a list of links for 'Jenny Forman' includes Profile, Assessments, Journal, Reports, Calendar, and Team. The 'CODRF Summary' section shows details for a test created on 08-05-29 and finalized on 08-05-29. The test is for Level II and is currently 'Active'. The 'Test Areas' table shows six domains: Fine Motor, Gross Motor, Adaptive, Cognitive, Social-Communication, and Social. Each domain has a 'Status' column with a green checkmark, indicating it is active. The 'OSEP Include?' section has radio buttons for 'Near Entry', 'Near Exit', and 'No'. The 'Save Changes' button is highlighted with a red circle. A note below the button states: 'Note: Remember to click the "Save Changes" button when making an OSEP selection and/or selecting or deselecting test areas.' At the bottom, there are links for 'View CODRF in: English | Spanish', 'Print with Criteria? Yes No', and 'Print CODRF'.

## Creating a New CODRF

The CODRF is the primary form used to record a child's performance on the AEPS test.

To create a new CODRF, click the *Create New CODRF* button on either the **Child Summary** or **Child Assessments** page. You will be taken to the **CODRF Summary** page.

## Selecting Test Areas

On the **CODRF Summary** page, you will see a list of the six domain areas with options to select or deselect one or more of the areas (up to 5). When you create a new CODRF, all six domain areas will be activated by default. To deactivate or "opt out" of one or more areas, deselect the areas and *click the "Save Changes" button*. When an area has been deactivated, "n/a" will appear under the status column. Only areas that are active will appear on the top menu of the **CODRF Summary** Page.

If you decide to deselect a domain area



that has previously entered data, the data will not disappear. You will no longer have access to the area and the data will not appear in reports, unless you re-activate the area.

If an assessment has already been flagged for OSEP Near Entry or Near Exit and you attempt to deactivate or "opt out" of one or more areas, you will be prevented from doing so.

*NOTE: Opting out of one or more domain areas is only available for individual child assessments. This feature is not available for group assessments.*

## OSEP Include

If the child has been flagged as an "OSEP Participant" in his or her child profile, an option will appear on the **CODRF Summary** page allowing you to include this assessment in OSEP Near-Entry or Near-Exit Reporting. You may select either "Near Entry", "Near Exit" or "No" next to the "OSEP Include?" option.

If the child is not an OSEP Participant, the "OSEP Include?" option will not appear on the CODRF page.

If one or more areas have not been selected for an assessment or "opted out," you will not be able to select OSEP "Near Entry" or "Near Exit" for an assessment. An error message will appear, stating "OSEP cannot be selected because an area has been "opted out." Likewise, if an assessment has already been flagged for OSEP Near Entry or Near Exit and you attempt to deselect or "opt out of" one or more areas, you will be prevented from doing so.

*NOTE: Once you have selected the OSEP Include option on the **CODRF Summary** Page, remember to click the "Save Changes" button.*

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### CODRF SUMMARY

Summary > Fine Motor > Gross Motor > Adaptive > Cognitive > Social-Communication > Social

**Name: Jenny Forman**  
DOB: 2002-01-02  
Level: II

Test Created: 2008-05-29  
Test Finalized:  
Status:

Test Area	Active?	Status
Fine Motor	<input checked="" type="checkbox"/>	
Gross Motor	<input checked="" type="checkbox"/>	
Adaptive	<input checked="" type="checkbox"/>	
Cognitive	<input checked="" type="checkbox"/>	
Social-Communication	<input checked="" type="checkbox"/>	
Social	<input checked="" type="checkbox"/>	

**OSEP Include?** ☐ Near Entry ☐ Near Exit ☒ No

[Save Changes](#)

**Note:** Remember to click the "Save Changes" button when making an OSEP selection and/or selecting or deselecting test areas.

View CODRF in: [English](#) | [Spanish](#) **Print with Criteria?** ☐ Yes ☒ No [Print CODRF](#)

**CUSTOMIZED CODRFs**

Date	Name
------	------

[Create Customized CODRF](#)

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## Completing a CODRF

To navigate throughout the assessment, click on the links to each domain in the blue bar at the top of the screen. This navigation bar will remain the same regardless of which domain you are in.

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CHILD SEARCH

**CODRF : FINE MOTOR II**

Summary > **Fine Motor** > Gross Motor > Adaptive > Cognitive > Social-Communication > Social

Name: Jenny Forman | Fine Motor II

View/Edit Fine Motor Summary

Test Period: 3 2 Hide Prev

Status: [Red X] [Green Check]

Test Date: 05/29/2 11/21/2006

Examiner: [Blank] MWB

SYMBOL KEYS

IFSP IEP	Score	Notes	Score	Notes	Comment
<b>A. Bilateral Motor Coordination</b>					
1. Uses two hands to manipulate objects, each hand performing different movements			1		[Comment Icon]
1.1 Holds object with one hand while the other hand manipulates			2		[Comment Icon]
2. Cuts out shapes with curved lines			1		[Comment Icon]
2.1 Cuts out shapes with straight lines			1		[Comment Icon]
2.2 Cuts paper in two			2		[Comment Icon]
<b>B. Emergent Writing</b>					
1. Writes using three-finger grasp			2		[Comment Icon]
1.1 Uses three-finger grasp to hold writing implement			2		[Comment Icon]
2. Prints pseudo-letters			1		[Comment Icon]
2.1 Draws using representational figures			1		[Comment Icon]
2.2 Copies complex shapes			2		[Comment Icon]
2.3 Copies simple shapes			2		[Comment Icon]
3. Prints first name			0		[Comment Icon]
3.1 Prints three letters			0		[Comment Icon]
3.2 Copies first name			1		[Comment Icon]
3.3 Copies three letters			2		[Comment Icon]

Save Test in Progress Finalize Area

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At the top of each domain page are the child's name, and the domain.

Click the *View/Edit Fine Motor Summary* button next to this listing to go to this domain's summary form at any time.

For a key and explanation of icons on the page, click the *SYMBOL KEYS* link above the first strand.

The remainder of each domain page consists of test information and the strands in this domain. The test information, including test period, CODRF status, test date, and examiner name, appears above the strands.

By default, the previous CODRF information is shown in a second vertical column. You may hide the previous CODRF information by clicking the *Hide Prev.* button.

Prior to recording the CODRF results, please enter in the test date and examiner's name. *NOTE: The test date should be the date the assessment was administered, not necessarily today's date, and the examiner should be the person who administered the assessment, not necessarily the same person who is recording the results.*

According to the guidelines for administering and scoring AEPS that are outlined in *AEPS® Volume 1: Administration Guide*, enter the corresponding numerical value in each *Score* box and the corresponding letter representing notes in the *Notes* box, and click the *IFSP/IEP* box accordingly for each item.

To enter a comment for a particular item, click the speech bubble icon to the far right of the item. A new window will pop up. Click inside the text box to type in your comments. Click the *OK* button to save the comment.

When you have completed filling in a domain, or if at any time you wish to stop entering in information, click the *Save Test in Progress* button at the bottom of the page to save all information you have entered for this and previous domains.

Once an area has been completed and is ready to be reported on, you can finalize it by clicking the *Finalize Area* button at the bottom of the page. *Note: An assessment cannot be reported on until all active areas have been finalized.*

Explorer User Prompt

Script Prompt:

Enter comment for this item (comment will not be saved until CODRF is saved.)

OK Cancel

5

<b>I Motor Coordination</b>					
two hands to manipulate objects, each hand rming different movements			1		[Comment Icon]
olds object with one hand while the other hand manipulates			2		[Comment Icon]
out shapes with curved lines			1		[Comment Icon]

Comment box button

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CHILD SEARCH

**CHILD ASSESSMENTS**

Name: Jenny Forman

- Jenny's Profile
- Jenny's Assessments
- Jenny's Journal
- Jenny's Reports
- Jenny's Calendar
- Jenny's Team

**AEPS TESTS**

Date	Level	Test Period	Status	
05/29/08	II	3		View   Print   Edit   Delete   Export
11/14/06	II	2		View   Print   Edit   Delete   Export
11/14/06	II	1	✓ OSEP ENTRY	View   Print   Edit   Delete   Export

**FAMILY REPORT**

Date	Level	Completed By	
12/23/06	II	Sarah	View   Print   Edit   Delete
01/08/07	II	Megan	View   Print   Edit   Delete
09/28/07	II	Connie	View   Print   Edit   Delete

Create New Family Report

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## Viewing/Printing/ Editing/Deleting/ Exporting a CODRF

From the **Child Profile** or **Child Assessments** page, you may view, print, edit, delete, or export an assessment by clicking on the corresponding link next to the assessment for which you would like to perform the action.

## Carrying Over Scores

Whenever you create a new CODRF after at least one CODRF has already been completed for a child, a pop-up box will appear presenting you with three options for carrying over scores from the *previous* assessment:

1. Copy scores of 2 only with accompanying scoring notes
2. Copy all scores and scoring notes
3. Do not copy scores from previous AEPS test

This is a time-saving measure that will prevent you from having to re-enter scores for a child that have not changed since the previous assessment period.

*Note: You cannot copy scores from a Level I assessment to a Level II assessment or vice versa.*

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CHILD SEARCH

**CHILD ASSESSMENTS**

Name: AD Child

- AD's Profile
- AD's Assessments
- AD's Journal
- AD's Reports
- AD's Calendar
- AD's Team

**AEPS TESTS**

Date	Level	Test Period	Status	
07/09/07	II	1	✓ OSEP ENTRY	View   Print   Edit   Delete   Export
07/09/07	II	2	✓ OSEP EXIT	View   Print   Edit   Delete   Export

Would you like to copy scores from your previous AEPS test?

☐ Copy scores of 2 only with accompanying scoring notes

☐ Copy all scores and scoring notes

☒ Do not copy scores from previous AEPS test

OK

Create New CODRF

Create New Family Report

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## Customized CODRFs

At the bottom of the **CODRF Summary** page, there is a section where you can customize CODRFs. You may choose to customize a CODRF for any number of reasons.

*For example, Jenny scored fairly high on her last AEPS assessment. On her next assessment, you'd like to assess only those areas in which Jenny scored a 0. You can customize Jenny's new CODRF to show only those activities in which Jenny scored a 0.*

To create a customized CODRF for this child, click the *Create Customized CODRF* button. You will be taken to the **Create Customized CODRF** page. This page will allow you to create a custom CODRF based on the areas you want to assess, the child's previous scores, notes on the child's previous assessments, and previously indicated IFSP/IEP goals.

*Note: You are only able to create customized CODRFs if you have a previous assessment on which to base the customized assessment*

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CHILD SEARCH: [ ]

**CODRF SUMMARY**

Summary > Fine Motor > Gross Motor > Adaptive > Cognitive > Social-Communication > Social

Name: Jenny Forman  
DOB: 2002-01-02  
Level: II

Test Created: 2008-05-29  
Test Finalized:  
Status: [ ]

CODRF Summary: [ Edit Summary ]

Test Area	Active?	Status
Fine Motor	<input checked="" type="checkbox"/>	[ ]
Gross Motor	<input checked="" type="checkbox"/>	[ ]
Adaptive	<input checked="" type="checkbox"/>	[ ]
Cognitive	<input checked="" type="checkbox"/>	[ ]
Social-Communication	<input checked="" type="checkbox"/>	[ ]
Social	<input checked="" type="checkbox"/>	[ ]

OSEP Include? ☐ Near Entry ☐ Near Exit ☒ No [ Save Changes ]

Note: Remember to click the "Save Changes" button when making an OSEP selection and/or selecting or de-selecting test areas.

View CODRF in: English | Spanish Print with Criteria? ☐ Yes ☒ No [ Print CODRF ]

**CUSTOMIZED CODRFs**

Date	Name
------	------

[ Create Customized CODRF ]

To begin customizing a CODRF, click the boxes next to each domain you would like to assess on the new CODRF and then click the *Add Area* button.

*NOTE: By default all domains are checked. If you do not uncheck any of the domains, you will assess all areas on the customized CODRF.*

Next, you can choose from three classifications of options that will narrow the scope of the customized CODRF.

### Scores

Click on the score or scores next to the check boxes that the child previously scored to include only those questions on the new customized CODRF.

For example, to include only those questions on which the child previously scored a "0," click the box next to the "0." To include only those questions on which the child previously scored a "1" or "2," click

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CHILD SEARCH: [ ]

**CREATE CUSTOMIZED CODRF**

Creating a customized CODRF is useful for gathering data during subsequent tests, after a child has been assessed fully and a baseline has been established for the child. Using the options below, you can create a customized version of the CODRF based on the areas you want to assess and the child's scores, scoring notes, and IFSP/IEP targets from the child's previous assessment.

**Select Areas**

☒ Fine Motor  
☒ Gross Motor  
☒ Adaptive  
☒ Cognitive  
☒ Social-Communication  
☒ Social

**Options**

1. Scores: ☐ 0 ☐ 1 ☐ 2

2. Notes: ☐ A ☐ B ☐ D ☐ M ☐ Q ☐ R

3. Include items marked IFSP/IEP: ☐ Yes

Select all, one, or none of the checkboxes for any of the options. Selecting options narrows the number of test items that will appear on the customized CODRF.

Example: Select 0 and 1 for the Scores Option; select no Notes Option; and select no IFSP/IEP options. The customized CODRF will include goals and associated objectives for **all** of the goals on the AEPS Test for which the child scored a 0 or a 1.

Example: Select 0 and 1 for the Scores Option; select A and B for the Notes Option; and select no IFSP/IEP options. The customized CODRF will include goals and associated objectives for **only** the items on the AEPS Test for which the child scored a 0 or a 1 **and** received a note of an A or a B.

To save your customized CODRF for future reference, include a name: [ ]

[ Create Customized CODRF ]

the boxes next to the “1” and “2.”

## Notes

Click on the note or notes next to the check boxes that were previously recorded to include only those questions on the new customized CODRF.

## Include items marked IFSP/IEP

Click the Yes or No checkbox to distinguish what questions from the previous CODRF that are marked IFSP/IEP should be included on the new customized CODRF.

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CHILD SEARCH

Name: Jenny Forman

- Jenny's Profile
- Jenny's Assessments
- Jenny's Journal
- Jenny's Reports
- Jenny's Calendar
- Jenny's Team

### CODRF SUMMARY

> Summary > Fine Motor > Gross Motor > Adaptive > Cognitive > Social-Communication > Social

Name: Jenny Forman  
DOB: 2002-01-02  
Level: II

Test Created: 2008-05-29  
Test Finalized:  
Status:

CODRF Summary: [Edit Summary](#)

Test Area	Active?	Status
Fine Motor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gross Motor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cognitive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social-Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save Changes](#)

Note: Remember to click the "Save Changes" button when making an OSEP selection and/or selecting or deselecting test areas.

View CODRF in: [English](#) | [Spanish](#)

Print with Criteria? ☐ Yes ☒ No [Print CODRF](#)

Date	Name	View	Print	Edit
05/29/08	Jenny's Os	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Edit</a>

[Create Customized CODRF](#)

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To save your customized CODRF, type in a name for future reference.

When you have made your selections for the customized CODRF and named it, click the *Create Customized CODRF* button at the bottom of the page. A screen will pop up that shows your customized CODRF.

When you're ready to go back and enter in assessment data into a customized CODRF, go to the **CODRF Summary** page. You will see a list of all your customized CODRFs. By clicking the *Edit* button, you will be taken to the customized CODRF where you will be able to enter in the assessment results.


To view, print, or edit an already-created customized CODRF for this child, click the *View*, *Print*, or *Edit* links next to the customized CODRF listed on the **CODRF Summary** page.



The Family Report is an important part of the AEPS assessment, because even teachers, school specialists, and home visitors don't get the chance to observe a child in every environment. The Family Report is sent home for the family member or caregiver to fill out and return to you. Once the report is completed, you may enter it into AEPSi.

## Entering a New Family Report


To enter a new Family Report, click the *Create New Family Report* button from the **Child Summary**, **Child Assessments**, or **Child Reports** pages.




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CHILD SEARCH 




## CHILD ASSESSMENTS

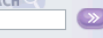
» **AEPS TESTS**

Date	Level	Test Period	Status	
05/29/08	II	3		<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Export</a>
11/14/06	II	2		<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Export</a>
11/14/06	II	1		<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Export</a>

» **FAMILY REPORT**

Date	Level	Completed By	
12/23/06	II	Sarah	<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
01/08/07	II	Megan	<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
09/28/07	II	Connie	<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Edit</a>   <a href="#">Delete</a>


 [Create New Family Report](#)



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For each family report enter the following information that will comprise the Family Report Summary, and click *Save*:



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My Toolkit
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CHILD SEARCH

**Name: Jenny Forman**


- Jenny's Profile
- Jenny's Assessments
- Jenny's Journal
- Jenny's Reports
- Jenny's Calendar
- Jenny's Team

**FAMILY REPORT SUMMARY**

> **Family Summary**
> Activities
> Fine Motor
> Gross Motor
> Adaptive
> Cognitive
> Social-Communication
> Social
> Intervention Priorities

**Name:** Jenny Forman  
**DOB:** 2002-01-02  
**Report Date:** 05/29/08

**Completed by:**   
  
**Summary:**



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- Who completed the report
- The short report summary

*NOTE: It is recommended that within the report summary you include the following items:*

- The date the family or caregiver(s) completed the report
- The child's siblings and their ages
- The name of the family member(s)/caregiver(s) who completed the form



## Sections of the Family Report

Links to each section of the Family Report are on the top of all **Family Report** pages: *Family Summary, Activities, Fine Motor, Gross Motor, Adaptive, Cognitive, Social-Communication, Social, and Intervention Priorities*. To go to a specific section of the Family Report, click the named link.

### Activities

- Enter the Date Reviewed.
- Answer the questions by typing the answers into each text box provided.
- Responses to these questions from the previous report are listed on the right.

### Fine Motor, Gross Motor, Adaptive

- Enter the Date Reviewed.
- Enter the score in the text box(es) in the SCORE column.
- Scores from the previous report are listed on the right.
- Answer the question(s) by typing the answer(s) into each text box provided.

### Cognitive

- Enter the Date Reviewed.
- Enter the score in the text boxes in the SCORE column.
- Scores from the previous report are listed on the right.
- Click on the text boxes to select as many answers as possible.
- Answer the question(s) by typing the answer(s) into each text box provided.

*NOTE: Please make sure that you check off the appropriate information in a two-part question that requires additional answers to score a "Y." AEPsi will not automatically catch this for you (e.g., For the question: "Does your child understand and say opposite words?" you must also select a minimum number of word pairs in order to score a "Y." Please make sure that you check off these word pairs if you enter a "Y.")*

### Social-Communication, and Social

- Enter the Date Reviewed.
- Enter the score in the text box(es) in the SCORE column.
- Scores from the previous report are listed on the right.
- Answer the question(s) by typing the answer(s) into each text box provided.

### Intervention Priorities

- Enter the Date Reviewed on the upper right.
- List the parent(s)/caregiver(s)' most important intervention priorities by typing them into each numbered text box.

At any time while you're filling out the Family Report, you can save the report by clicking the *Save* button.

## Viewing/Printing/Editing/Deleting a Family Report

To view, print, edit, or delete a Family Report, click the corresponding link in the Family Report section on the **Child Summary, Child Assessments, or Child Reports** pages next to the Family Report on which you would like to perform that action.

# Child Reports

## Section 10

By selecting a **Child Reports** page from the left toolbar (e.g., *Timmy's Reports*), you will be able to view all of a child's previously recorded reports (IFSP/IEP Reports, CODRFs, and Family Reports), and you'll be able to fill out new Family Reports. With the exception of the Family Report, all other child reports are automatically generated once the assessments you have administered to a child are marked *final*.

Within the Multi-Test CODRF Reports section you can view, print, or export seven types of reports: Score Summary, Graphed Scores, Child Progress Record, Provider Notes, IFSP/IEP Summary, Eligibility Cutoff Scores, and Present Level of Functioning.

## Score Summary

Child Report: Score Summary				
Name: Timmy McAdams   DOB: 01/23/2001   AEPS Level: II   Date: 05/29/2008				
	Test Periods			
	1	2	3	4
<b>Fine Motor</b>				
Test Date	03/09/05	11/09/05	01/20/06	05/10/06
Raw Score	9	20	25	23
Possible Raw Score	30	30	30	30
Percent Score	30%	67%	83%	77%
<b>Gross Motor</b>				
Test Date	03/09/05	11/09/05	01/20/06	05/10/06
Raw Score	13	20	23	32
Possible Raw Score	34	34	34	34
Percent Score	38%	76%	68%	94%
<b>Adaptive</b>				
Test Date	03/09/05	11/09/05	01/20/06	05/10/06
Raw Score	27	47	53	58
Possible Raw Score	70	70	70	70
Percent Score	39%	67%	76%	83%
<b>Cognitive (Child not tested in Test Period 2)</b>				
Test Date	03/09/05	n/a	01/20/06	05/10/06
Raw Score	37	n/a	72	93
Possible Raw Score	108	n/a	108	108
Percent Score	34%	n/a	67%	86%
<b>Social-Communication (Child not tested in Test Period 2)</b>				
Test Date	03/09/05	n/a	01/20/06	05/10/06
Raw Score	23	n/a	64	79
Possible Raw Score	98	n/a	98	98
Percent Score	23%	n/a	65%	81%
<b>Social (Child not tested in Test Period 2)</b>				
Test Date	03/09/05	n/a	01/20/06	05/10/06
Raw Score	25	n/a	62	74
Possible Raw Score	94	n/a	94	94
Percent Score	28%	n/a	66%	79%
<b>Overall Scores</b>				
Raw Scores	135	93	299	359
Possible Raw Scores	434	434	434	434
Percent Scores	31%	21%	69%	83%

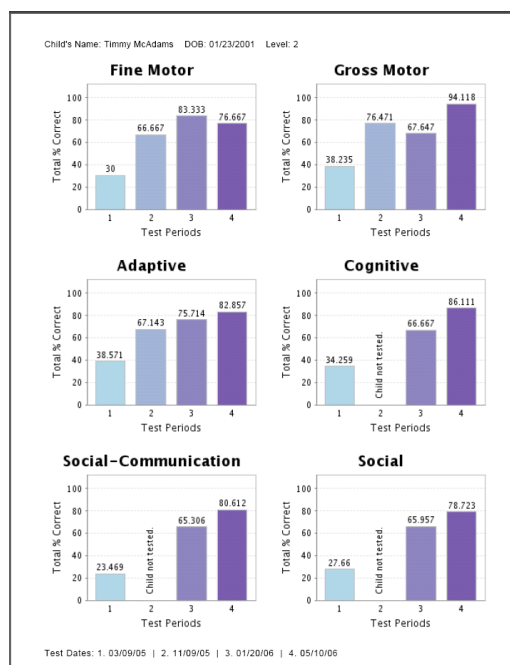
The Score Summary shows the raw scores and percentages for each area of the CODRF for up to the last four CODRFs entered.

To view a Score Summary, click the *View* link. To print a Score Summary, click the *Print* link. You will be directed to a page that shows the range of test periods. Click the checkbox next to the range of test periods, and select the *Create Report* button. The Score Summary report will appear in a new browser window.

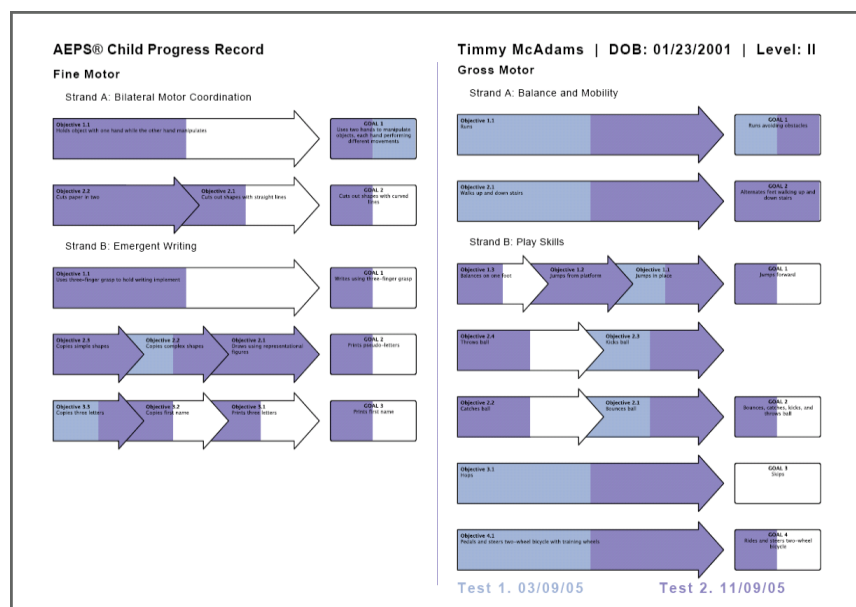
## Graphed Scores

Graphed Scores show bar graphs that represent CODRF scores for different test periods. By comparing test periods as side-by-side bar graphs, you have a quick visible representation of a child's progress over time.

To view Graphed Scores, click the *View/Print* link. You will be directed to a page that shows the available test periods for the child. You may select up to four test periods to include in the Graphed Scores report. Select the *Create Report* button. The Graphed Scores report will appear in a new browser window in a PDF format.



## Child Progress Record



A Child Progress Record helps family members and caregivers participate in the ongoing monitoring of their child's progress. The Child Progress Record is a visual representation of a child's accomplishments, current targets, and future goals and objectives. As a child meets the standard criteria for a goal or objective, shading can indicate the child's progress.

To view or print a Child Progress Record, click the [View/Print](#) link. You will be directed to a page that shows the available test periods for the child. Select up

to two test periods to include in the Child Progress Record. Once you've selected the test period(s), click the *Create Report* button, and a PDF file of the Child Progress Record will open in a new window. To print a Child Progress Record, go to File on the PDF window and click *Print*.

**NOTE:** Make sure Adobe Acrobat Reader is installed on your computer or you will be unable to view or print a Child Progress Record.

## Provider Notes

Provider Notes are notes and comments regarding a specific child and his or her progress. These notes may also be teacher or provider observations.

To view Provider Notes, click the [View](#) link. To print Provider Notes, click the *Print* link. You will be directed to a page that shows the available test periods for the child. Select one test period and click the *Create Report* button. The Provider Notes report will appear in a new browser window.

Child Reports : Provider Notes			
Name: Timmy McAdams   DOB: 01/23/2001   AEPS Level: II   Test Period: 03/09/2005   Report Date: 05/29/2008			
<b>Fine Motor</b>			
B. Emergent Writing	Score	Notes	Comment
2.2. Copies complex shapes	1	A	Timmy needs assistance with shapes as complicated as a star
3.1. Prints three letters	0	D	
3.2. Copies first name	1	D	
3.3. Copies three letters	1	D	
<b>Gross Motor</b>			
B. Play Skills	Score	Notes	Comment
1.2. Jumps from platform	2	M	playground equipment
3. Skips	0	R	
<b>Adaptive</b>			
A. Mealtime	Score	Notes	Comment
2.2. Uses knife to spread food	1	A	
B. Personal Hygiene	Score	Notes	Comment
1.1. Uses toilet paper, flushes toilet, washes hand after using toilet	1	A	hand over hand for washing
C. Dressing and Undressing	Score	Notes	Comment
2.4. Puts on shoes	1	A	sometimes puts on the wrong feet

## IFSP/IEP Summary

Child Reports : IFSP/IEP Summary			
Name: Timmy McAdams   DOB: 01/23/2001   AEPS Level: II   Test Period: 03/09/2005   Report Date: 05/29/2008			
Fine Motor	Score	Notes	Comment
<b>A. Bilateral Motor Coordination</b>			
1.1 Holds object with one hand while the other hand manipulates	1		
2 Cuts out shapes with curved lines	0		
2.1 Cuts out shapes with straight lines	1		needs spring-loaded scissors
<b>B. Emergent Writing</b>			
2 Prints pseudo-letters	0		
2.2 Copies complex shapes	1	A	Timmy needs assistance with shapes as complicated as a star
3 Prints first name	0		
3.1 Prints three letters	0	D	
Gross Motor	Score	Notes	Comment
<b>B. Play Skills</b>			
3 Skips	0	R	
3.1 Hops	1		
4 Rides and steers two-wheel bicycle	0		

To view an IFSP/IEP Summary, click the *View* link. To print the IFSP/IEP Summary, click the *Print* link. You will be directed to a page that shows the available test periods for the child. Select one test period and click the *Create Report* button. The IFSP/IEP Summary will appear in a new browser window.

## Eligibility Cutoff Scores

To view Eligibility Cutoff Scores, click the *View* link. To print the Eligibility Cutoff Scores, click the *Print* link. You will be directed to a page that shows the available test periods for the child. Select one test period and click the *Create Report* button. The Eligibility Cutoff Scores will appear in a new browser window.

Eligibility Cutoff Scores Report			
Name: Timmy McAdams   DOB: 01/23/2001   AEPS Level: II   Date: 03/09/2005			
Fine Motor			
Test Date	03/09/2005		
Area Goal Score	2		
Cutoff Score	5.0		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		
Gross Motor			
Test Date	03/09/2005		
Area Goal Score	2		
Cutoff Score	5.5		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		
Adaptive			
Test Date	03/09/2005		
Area Goal Score	7		
Cutoff Score	9.0		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		
Cognitive			
Test Date	03/09/2005		
Area Goal Score	11		
Cutoff Score	15.0		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		
Social-Communication			
Test Date	03/09/2005		
Area Goal Score	5		
Cutoff Score	10.0		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		
Social			
Test Date	03/09/2005		
Area Goal Score	9		
Cutoff Score	15.0		
Result	Falls at or below the range for typically developing children, indicating development is delayed.		

## Present Level of Functioning

Child Reports : Present Level of Functioning			
Name: Timmy McAdams   DOB: 01/23/2001   AEPS Level: II   Test Period: 03/09/2005   Report Date: 05/29/2008			
Present (Score of 2)			
Fine Motor		Notes	Comment
A 1.	Uses two hands to manipulate objects, each hand performing different movements		
B 2.3	Copies simple shapes		
Gross Motor		Notes	Comment
B 1.2.	Jumps from platform	M	playground equipment
Cognitive		Notes	Comment
A 3.2.	Demonstrates understanding of seven different temporal relations concepts	D	
D 1.1	Recalls events that occurred on the same day with contextual cues		
D 1.2.	Recalls events immediately after they occur		
G 1.2.	Counts three objects		
Emerging (Score of 1)			
Fine Motor		Notes	Comment
A 1.1.	Holds object with one hand while the other hand manipulates		
A 2.1.	Cuts out shapes with straight lines		needs spring-loaded scissors
B 2.2.	Copies complex shapes	A	Timmy needs assistance with shapes as complicated as a star
B 3.2.	Copies first name	D	
B 3.3.	Copies three letters	D	

To view Present Level of Functioning, click the *View* link. To print the Present Level of Functioning report, click the *Print* link. You will be directed to a page that shows the available test periods for the child. Select one test period and click the *Create Report* button. The Present Level of Functioning report will appear in a new browser window.

## Create Custom Child Report

The Custom Child Report enables you to make a custom report from previous CODRFs.

From the **Child Reports** page, click the *Create Custom Report* button below the Child Reports section.

You will be brought to the **Child Reports: Create Custom** page.

Select which test period you would like to include in the custom report.

This page will allow you to create a custom report based on assessment areas, the child's previous scores, notes on the child's previous assessments, and previously indicated IFSP/IEP goals.

To begin customizing a report, select which assessment areas you would like to include in the report.

Next, you can choose from three classifications of options that will narrow the scope of the customized report. Next to each option is a list of check boxes.

Click as many boxes as you would like to apply to the new report:

## Scores

Click on the score or scores next to the check boxes that the child previously scored to include only those questions on the new customized report.

For example, to include only those questions on which the child previously scored a "0," click the box next to the "0." To include only those questions on which the child previously scored a "1" or "2," click the boxes next to the "1" and "2."

## Notes

Click on the note or notes next to the check boxes that were previously recorded to include only those questions on the new customized report.

## Include items marked IFSP/IEP

Click the Yes or No checkbox to distinguish what questions from the previous CODRF(s) that are marked IFSP/IEP should be included on the new customized report.

When you have made your selections for the customized report, click the *Create Customized Report* button at the bottom of the page. A screen will pop up that shows your customized report. See Section 13: **My Reports** for more information.

# My Groups

## Section 11

The **My Groups** main page is where you can create group assessments and journal entries. It lists previously entered group assessments that are in progress. The list is organized by date, group name, child name, assessment type, and AEPS level (Level I: Birth to 3 years; Level II: 3-6 years).

It also lists previously entered group journal entries that are in progress. The list is organized by date, author, group name, child name(s), and entry.

## Creating a Group

To start a new group assessment, click the *Start New Group Assessment* button below the list of assessments in progress.

Date	Group Name	Children	Level	Type	Edit   Delete
05/23/08	Group A	Miklowski, Justin Gufstason, Gus	II	Center-Based Activity	Edit   Delete
05/05/08	Group B	Hall, Aaron	I	Routine Activity	Edit   Delete

Group Name:

Activity Set:

Select Children: (up to 6)

- ☐ Lauren Archer (Level II)
- ☐ Michael Corleone (Level I)
- ☐ Kim Hattie (Level I)
- ☐ Babette Humphrey (Level II)
- ☐ Stacy Leikas (Level I)
- ☐ Lucy Linwood (Level I)
- ☐ Wilbert McDaniels (Level II)
- ☐ Teresa Mendoza (Level I)
- ☐ Mark Miller (Level I)

Only children not currently being assessed are listed.

Create Group Assessment

You will be taken to a new page where you can select from several options:

- an activity set (Routine Activity or Center-Based Activity for Level I or Center-Based Activity for Level II); or
- a standard CODRF for Level I or II for a group of children

Next, select up to 6 of your children (all of the same Level) to participate in the group assessment you just selected. Select each child by clicking in the box before his or her name. *Note: Group Assessments can also be done with just 1 child if you want to assess the child with an activity assessment.*

Finally, create a name for your group by clicking in the text box and typing in the group name. Click the *Create Group Assessment* button.



## Group Assessment Summary

You will be taken to the **Group Assessment Summary** page after you create your group.

From here, print out the group activity set by selecting the *Print CODRF* button. A new window showing the assessment activities with the children's names already filled in will appear. This page will also include a description of each activity and suggested materials and procedures. To print this page, click the *Print* button.

**Assessment Activity**  
**Book About Me**  
**Level 1**

**Description:** Small-group activities are a typical component of most centers daily schedules. Book About Me is a small-group activity in which children are encouraged to create books that are about them, their families, friends, and other things of interest (e.g., favorite toys, foods, pets). During the activity, interactions between children should be encouraged, and observation of targeted AEPS Test items such as writing letters and cutting out shapes can be elicited. The Book About Me activity is also designed to allow children opportunities to show what they know and can do related to moving in and out of child-sized chairs, copying written shapes, sharing likes and dislikes, and using pronouns and descriptive words.

**Suggested Materials and Procedures:** The suggested materials are those that are typically available and or necessary for completion of a basic art activity (e.g., sheets of paper, markers, glue). Materials should be placed in the activity area prior to the start of the activity. In particular, examples of pre-made books (i.e., paper folded in half to form a book), pre-printed shapes (e.g., rectangles, squares, triangles, circles, cross, T) for cutting and copying, cards with children's names, markers, pencils, glue, and scissors should be available. Once children have chosen to participate in the activity, team members can begin by prompting them to write or trace their names on the front of the book. Throughout the activity, familiar adults can continue to elicit AEPS Test items by talking to the children (e.g., asking children to describe the pages in their books in order to assess their ability to use descriptive words). For children who do not use writing instruments, targeted AEPS Test items can be assessed as the child uses his or her fingers and writes in shaving cream or writes or draws using a computer.

Child's Name:	Kim Hattie	Mark Miller	Lucy Linwood
Date of Birth:	04/11/06	05/05/05	01/23/02
	IFSP SEP	S N	IFSP SEP

**Area: Fine Motor**

**B. Functional Use of Fine Motor Skills**

5. Copies simple written shapes after demonstration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 Draws circles and lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Scribbles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Area: Gross Motor**

	IFSP SEP	S N	IFSP SEP	S N	IFSP SEP	S N
--	-------------	-----	-------------	-----	-------------	-----

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CHILD SEARCH

**GROUP CODRF SUMMARY**

Summary > Book About Me > Classroom Transitions & Routines > Dramatic Play > Meals & Snack > Story Time > Playdough & Manipulatives > Outdoor Play > Conversation with Familiar Adults

**Group Name:** Megan's Group  
**Type:** Center-Based Activity  
**Level:** I  
**Children:** Hattie, Kim Miller, Mark Linwood, Lucy  
**Test Created:** 05/29/08  
**Test Finalized:**  
**Status:**

**View CODRF in:** English | Spanish **Print CODRF**

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Once you've completed the assessment, go to the **Group Assessment Summary Page**. Select the tabs at the top to go to a certain part of the assessment. You will then be able to fill in IFSP/IEP information, scores, and notes for each child.

**NOTE:** You must complete all activities within a set in order to complete each objective and item that is in the AEPS Test.

**NOTE:** If a child is in the middle of a group assessment, the child cannot be included in his or her own CODRF. Similarly, if a child is in the middle of his or her own CODRF, he or she will not be available to participate in a group assessment.

**NOTE:** To view a group assessment in progress that a particular child is in, go to **My Children** and select the child whose assessment you wish to view.

## Deleting a Group

Once you have entered all of the data for your group and finalized each activity or area, you must delete your group in order to automatically populate individual CODRFs for each child. To delete a group, go to the **My Groups** main page. Click the *Delete* link next to the group you want deleted. You can access an individual CODRF for a child by going to his or her **Child Summary** page.

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CHILD SEARCH

**MY GROUPS**

**GROUP ASSESSMENTS IN PROGRESS**

Date	Group Name	Children	Level	Type	Edit	Delete
05/23/08	Group A	Miklowski, Justin Gufstason, Gus	II	Center-Based Activity	Edit	Delete
05/05/08	Group B	Hall, Aaron	I	Routine Activity	Edit	Delete

**GROUP JOURNAL**

Date	Author	Group	Children	Entry
------	--------	-------	----------	-------

Start a New Group Assessment

Create Group Journal Entry

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## Starting a New Group Journal Entry

To view or edit a group journal entry, click the *Edit* link beside the entry on the **My Groups** main page.

To delete a group journal entry, click the *Delete* link beside the entry on the **My Groups** main page.

To start a new group journal entry, click the *Create New Group Journal Entry* button below the list of group journals in progress.

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CHILD SEARCH

**MY GROUPS**

GROUP ASSESSMENTS IN PROGRESS

Date	Group Name	Children	Level	Type	
05/23/08	Group A	Miklowski, Justin Gufstason, Gus	II	Center-Based Activity	Edit   Delete

Start a New Group Assessment

GROUP JOURNAL

Date	Author	Group	Children	Entry	
05/29/08	Megan Calhoun	Group A	Miklowski, Justin Gufstason, Gus	The children played well together and it was easier to get Gus to perform certain actions when he was able to see his peers doing them.	Edit   Delete

Create Group Journal Entry

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You will be taken to a page called **Create Journal Entry**.

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CHILD SEARCH

**CREATE JOURNAL ENTRY**

Recorder: Megan Calhoun

Group: Select Group

Date: (mm/dd/yyyy)

Entry:

☐ Share with Family

Save

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Next to *Group*, select the group for which you would like to make a journal entry from the drop-down menu.

Enter in the date that the entry is made by clicking in the text box next to the *Date* field.

Click inside the text box next to the *Entry* field and type in your entry.

Click *Share with Family* if you would like the family to be allowed to see the journal entry.

Click the *Save* button to save the journal entry.

# My Calendar

## Section 12

**My Calendar** is different from the child calendar provided on the **Child Summary** page. **My Calendar** lists all events, created either by you or another provider, to which you have been listed as an attendee.

WELCOME Megan Calhoun | Brookes Publi... Fri, May 30 Log Off

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CHILD SEARCH

**MY CALENDAR**

Date/Time	Event	Child Name	
06/03/08 09:00 AM	Meet with Timmy's parents	Timmy McAdams	Edit   Delete
10/08/08 12:00 PM	Meeting with Lauren's Parents	Lauren Archer	Edit   Delete

Print Calendar

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View an event by clicking on the Date/Time next to the event you would like to view.

To delete an event click *Delete* next to the event you'd like to delete. You will be asked if you are sure you really want to delete this event. Click *Delete* to continue deleting the event. Click *Cancel* to go back without deleting the event.

Edit an event by clicking *Edit* next to the event you'd like to edit. You will be taken to an **Edit Calendar Event** page that is identical to the **Create Calendar Event** page with the exception that details have already been entered. Make any needed changes and click the *Save* button to save your changes.

To add an event to your Calendar, click the *Add Event* button below the calendar entries on the **Child Summary** or **Child Calendar** pages. You will be taken to a **Create Calendar Event** page where you will be prompted to enter the child's name from a drop-down menu of your children, the event date, event time, text about the event itself, and attendees.

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CHILD SEARCH

**CHILD CALENDAR**

Name: Timmy McAdams DOB: 01/23/01 AEPS Level: II

Event Date: 06/03/2008  
Event Time: 09:00 AM  
Event: Meet with Timmy's parents

Attendees:

- ☒ Megan Calhoun
- ☒ Monica Belle
- ☐ Kevin Warg
- ☐ AEPSi Demo
- ☒ Inte'a DeShields
- ☒ Notify Family Elizabeth McAdams (Mother)

Save

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# My Reports

## Section 13

Not only does AEPSi feature powerful functions that make it easy to record, score, and track the AEPS Test, but it also enables you to quickly generate status reports and build progress-over-time reports for individual and groups of children. AEPSi generates all of the paperwork for reports that otherwise would have to be created by hand: Score Summary, Graphed Scores, IFSP/IEP Summary, AEPS Child Progress Record, and Present Level of Functioning Report for use at IFSP/IEP meetings.



Coupled with the AEPS print manuals, AEPSinteractive™ (AEPSi™) also turns AEPS Test scores into OSEP Child Outcomes reports with a single click. You can be confident that your OSEP reports are reliable and valid and exportable into any format your state requires. In another report, you can compare a child's AEPS Test scores with rigorously researched cutoff scores to determine or corroborate the child's eligibility for services in most states' systems. In addition to creating individual child, class, and program reports, programs in the same district, region, or state can be linked so that administrators can generate "roll-up" status and progress reports. We can even create custom reports for your state—just let us know your needs. This section describes how to create individual reports for children, as well as class/program reports, and provides more detail on OSEP Reporting and Eligibility Reports.

## Child Reports

Child Reports are accessible to Providers and Administrators as well as to Reviewers who have access to child identifiable data. Providers can only create Child Reports for children they have been assigned to, whereas Administrators and Reviewers with access to child identifiable data can view all Child Reports.



To run a child report from the **My Reports** section, select the name of the child on whom you'd like to run the report and then select the report you'd like to run for that child.

To learn more about the individual child reports see, Section 10: **Child Reports**.

## Aggregate Reports

In addition to the individual child reports, you can create aggregate reports on the children to whom you are assigned.



You can access these aggregate reports by clicking on the “Class Reports” link on your **My Reports** page.

## Class Reports Page

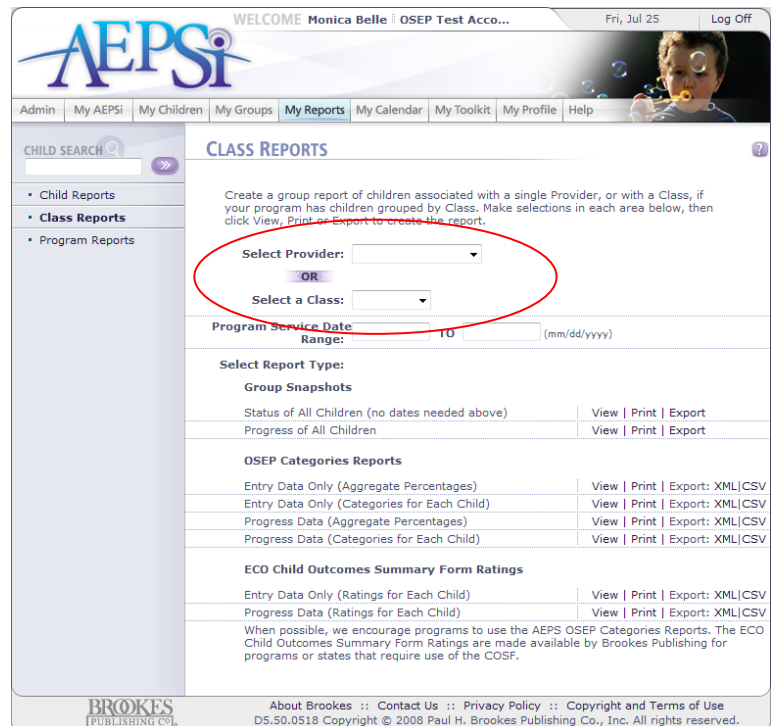
The **Class Reports** page allows you to run aggregate reports on children associated with a single Provider, or with a Class if your program has children grouped by Class.

To run a report based on Provider, simply select the name of the Provider from the drop-down menu of Providers. This menu will include all of the Providers who have been created in your program.

Likewise, when running a report based on a Class, simply select the Class from the drop-down menu of Classrooms. This list will include all of the Classrooms that have been created in your programs profile.

There are three types of aggregate reports you can run in AEPSi:

- Group Snapshots
- OSEP Categories Reports
- ECO Child Outcomes Summary Form Ratings





## Group Snapshot Reports

Group Snapshots are reports that provide assessment status of all active children in the program. There are currently two Group Snapshot reports: Status of All Children and Progress of All Children.

### Status of All Children

WELCOME Monica Belle | OSEP Test Acco... Fri, Jul 25 Log Off

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CHILD SEARCH

• Child Reports  
• Class Reports  
• **Program Reports**

**PROGRAM REPORTS**

Create a group report for all children in your Program. Make selections in each area below, then click View, Print or Export to create the report.

Program Service Date Range:  TO  (mm/dd/yyyy)

Select Report Type:

**Group Snapshots**

Status of All Children (no dates needed above) View | Print | Export

Progress of All Children View | Print | Export

To run a Status of All Children report, click the “View” link next to the report title from the **Class Reports** page. This report can also be printed or exported from these pages.

#### Status of All Children Report

Program: OSEP Test Account #1

Date: 07/25/2008

Assessment: Assessment, Evaluation, and Programming System (AEPS®) for Infants and Children

**How to Use This Report:** This report shows each child's AEPS Test scores by Area the latest test recorded for the child. Use this report to get a quick snapshot of each child's performance and determine which children are ready for re-testing.

Children tested in the Last 3 Months  
Number of Children: 1

Child	ID	DOB	AEPS Level	AEPS Test Date	Fine Motor			Gross Motor			Adaptive			Cognitive			Social-Communication			Social		
					Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%
Child, BA	103323	06/05/06	I	06/27/08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	50	50

Children tested in the Last 6 Months  
Number of Children: 2

Child	ID	DOB	AEPS Level	AEPS Test Date	Fine Motor			Gross Motor			Adaptive			Cognitive			Social-Communication			Social		
					Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%
Child, D	100930	02/01/05	I	04/01/08	5	66	8	32	110	29	32	64	50	58	116	50	0	92	0	0	50	0
Child, W	101002	09/25/04	I	04/02/08	34	66	52	30	110	27	21	64	33	57	116	49	36	92	39	42	50	84

Children Tested Longer than 6 Months Ago  
Number of Children: 22

Child	ID	DOB	AEPS Level	AEPS Test Date	Fine Motor			Gross Motor			Adaptive			Cognitive			Social-Communication			Social		
					Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%	Score	Possible	%
Child, B	100928	05/01/05	I	11/01/07	66	66	100	90	110	82	47	64	73	58	116	50	56	92	61	50	50	100
Child, C	100928	05/01/04	I	12/01/07	9	30	30	25	34	74	2	70	3	4	108	4	5	98	5	47	50	94
Child, E	100946	03/01/04	I	11/01/07	13	30	43	8	34	24	28	70	40	51	108	47	27	98	28	47	50	94
Child, F	100947	04/01/03	II	11/01/07	19	30	63	6	34	18	56	70	80	62	108	57	36	98	37	44	50	88
Child, G	100948	06/01/02	II	11/01/07	21	30	70	6	34	18	67	70	96	53	108	49	41	98	42	46	50	92
Child, AJ	101259	02/11/00	II	01/23/07	15	30	50	17	34	50	35	70	50	54	108	50	49	98	50	47	50	94

Children Not Yet Tested  
Number of Children: 1

Child	ID	DOB	AEPS Level
Child, GH	101250	05/02/07	I

The Status of All Children report shows each child's AEPS assessment scores, possible score, and percentage score for each of the six Areas for that child's most recent assessment.

Children are grouped into 4 categories:

- Those tested in the last 3 months
- Those tested in the last 6 months
- Those tested longer than 6 months ago
- Those not yet tested

This report gives you a quick look at how all of the children are performing and helps you determine which children are ready for retesting.



## Progress of All Children

WELCOME Monica Belle | OSEP Test Acco... Fri, Jul 25 Log Off

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CHILD SEARCH

- Child Reports
- Class Reports
- Program Reports

**PROGRAM REPORTS**

Create a group report for all children in your Program. Make selections in each area below, then click View, Print or Export to create the report.

Program Service Date Range:  TO  (mm/dd/yyyy)

Select Report Type:

Group Snapshots

Status of All Children (no dates needed above) View | Print | Export

Progress of All Children View | Print | Export

To run a Progress of All Children report, enter the service date range for which you would like to run the report, then click the “View” link next to the report title from either the **Class Reports** or the **Program Reports** pages. This report can also be printed or exported from these pages.

### Progress of All Children Report

**Program:** OSEP Test Account #1

**Date:** 07/25/2008

**Assessment:** Assessment, Evaluation, and Programming System (AEPS®) for Infants and Children

**Selected Date Range:** 01/01/2007 to 07/31/2008

**How to Use This Report:** This report shows each child's AEPS Test scores by Area for the first test and the last test recorded for the child during the date range selected as well as a list of each skill each child has mastered or has begun to emerge in the child. Use this report to get a quick snapshot of the developmental progress of these children over time.

**Progress Summary**

Number of Children: 7

**Skills Gained:** During this time, these children mastered 253 skills, and 377 new skills emerged.

	Fine Motor	Gross Motor	Adaptive	Cognitive	Social-Communication	Social
Percentage of children who made progress by Area	86	71	86	86	71	57

#### Progress Child-by-Child

Child	ID	DOB	Level	Test 1	Test 2	Fine Motor	Gross Motor	Adaptive	Cognitive	Social-Communication	Social	Progress During This Time
Child, B	100928	05/01/05	I	05/01/07	11/01/07	1 2 +/-	1 2 +/-	1 2 +/-	1 2 +/-	1 2 +/-	1 2 +/-	Mastered: FM A3, FM A4.1, FM A2.3, FM A1.1, FM A5.2, FM B3, FM B2.2, FM B1.1, FM A2.2, FM B4.1, FM A5.4, FM B2.1, FM A2.1, FM A3.3, FM A1, FM B4, FM B5.1, FM B4.2, FM B5.1, FM B2, FM B1, FM B5.2, FM A1.2, FM B5, FM A4.3, FM A3.1, FM A5.3, FM A3.2, FM A4.2, FM A5, FM A4, FM A2, FM A5.1, GM C2.2, GM C3, GM A3, GM C1, GM A1.3, GM A3.2, GM B2, GM A2.2, GM C2, GM B2.2, GM A3.1, GM D1.1, GM C1.2, GM C1.1, GM D1, GM C1.3, GM B1.4, GM A3.5, GM C1.5, GM A2.1, GM B1, GM C2.3, GM B2.1, GM A3.3, GM A1.1, GM A3.4, GM C3.1, GM C1.4, GM C4.3, GM C2.1, A A4.1, A A3.2, A A1.3, A A2.2, A A1.2, A A4, A A1.1, A A2.1, A A1.4, A A2, A A3.1, A A3, SC A1, SC D1.3, SC D1.2, SC D2.1, SC D2.6, SC D1, SC D1.5, SC D3.3, SC A1.1, SC D3.1, SC D2.5, SC D1.1, SC D1.4 Emerged: GM D3.4, GM D4.1, GM D3.1, GM B1.3, GM D3.2, GM B1.2, GM D4, GM D4.2, C G5, C A1.2, C G5.1, C B1.1, C G4.3, C A1.1 Continued progress on: A A5.2, A A5, A A5.1

Children Without Two Tests During the Date Range Selected  
Number of Children: 19

Child	ID	DOB	AEPS Level	Notes (if any)
Child, C	100929	05/01/04	I	The two tests are at different levels.
Child, H	100949	02/22/02	II	Only one test score within specified range for this child
Child, W	101002	09/25/04	I	Only one test score within specified range for this child

The Progress of All Children report shows each child's AEPS assessment scores by Area for the first and last test recorded for the child during the date range selected and calculates the increase or decrease between the two assessments.

The report also provides a list of each skill that has been mastered, is emerging, or the child does not yet have.

Children who do not have two test periods within the date range selected will be listed at the bottom of the report.


This report gives you a quick look at each child's progress over time and which skills the child still needs to develop.

## OSEP Categories Reports

### About OSEP Reporting

OSEP reporting is easy with AEPSi. The AEPS Test results are automatically transformed into an OSEP report using the crosswalk of AEPS Test items with the three OSEP Child Outcomes and empirically derived same-age-peer benchmarks.

**AEPS's crosswalk** of test items correlated to OSEP child outcomes has been empirically validated, so users can rest assured that child outcomes data reported with AEPS and AEPSi are accurate and genuine measures of OSEP Child Outcomes. With reliable child outcomes data, you can better tailor interventions to the child's needs and be confident that your entry and exit data will show progress. To generate the OSEP Report, AEPSi:

		<b>Crosswalk for the Assessment, Evaluation, and Programming System (AEPS®) for Infants and Children, Second Edition</b>
Name	Assessment, Evaluation, and Programming System (AEPS®) for Infants and Children, Second Edition	
Publisher	Brookes Publishing	
Web site information	<a href="http://www.aepsinteractive.com">http://www.aepsinteractive.com</a>	
Cost	Volume 1: Administration Guide - \$65.00 Volume 2: Test Criteria for Birth to Three and Three to Six - \$75.00 Volume 3: Curriculum for Birth to Three - \$65.00 Volume 4: Curriculum for Three to Six - \$65.00	
Age range	Divided into two levels: Birth to 36 months and 36-72 months	
Purpose	To identify children's strengths across developmental areas To identify functional goals and objectives for IFSPs/IEPs or other individualized plans To assist in planning and guiding intervention To monitor children's progress <i>Note:</i> The AEPS® can also be used during the eligibility process and can produce accountability data (e.g., for OSEP child outcome mandates)	
Areas included	Fine Motor • Gross Motor • Adaptive • Cognitive • Social-Communication • Social <i>Note:</i> Addresses critical skills from content areas (e.g., reading, math, science, social studies)	
Time to administer	30-120 minutes <i>Note:</i> Gathering information should be done across time and settings. The actual time to score the AEPS® varies depending on familiarity with the AEPS®, the child being assessed, how many other team members are participating, and knowledge of typical development.	
Scored	Teams score whether a child can independently meet the stated criteria, if the child needs assistance or can meet part of the stated criteria, or if the child cannot yet perform or meet the stated criteria.	

1. Calculates each child's OSEP Outcomes raw scores by gathering and summing children's scores on the specific AEPS Test items that correlate to the three child outcomes required by OSEP
2. Calculates for each child whether or not he or she is performing at the level of same-age peers. Outcome raw scores are compared to empirically validated same-age-peer benchmarks at the appropriate age intervals. Raw scores at or above the benchmarks indicate that a child's performance is similar to same-age peers. Raw scores below the benchmarks indicate that a child's performance is below that of same-age peers.
3. Sorts children into two "baskets" at time 1 (near entry into the program):
  - Performing as same-age peers
  - Not performing as same-age peers
4. Sorts children into five "baskets" at time 2 (near exit from the program):
  - Maintained functioning at a level comparable to same-age peers
  - Improved functioning to reach a level comparable to same-age peers
  - Improved functioning to a level nearer to same-age peers but did not reach comparable level
  - Improved functioning but not sufficient to move nearer to functioning comparable to same-age peers
  - Did not improve functioning

There are four OSEP Categories reports that are available in a viewable, printable, and exportable format. The reports are automatically separated by Part B and Part C.

- Entry Data Only (Aggregate Percentages)
- Entry Data Only (Categories for Each Child)
- Progress Data (Aggregate Percentages)
- Progress Data (Categories for Each Child)

*Note: Even though you are no longer required to submit entry data to OSEP, AEPSi still has two entry data reports, which are helpful in determining where children enter the program and monitoring that children receive their entry assessments—which are needed in order to report on progress.*

### Children on the Alternative Path

Children who are 37 months or older and are still using the Level I test due to severe developmental disabilities are automatically placed on the alternative path for OSEP Reporting. At Near-Entry, these children

will automatically have an OSEP outcome of not performing as same-age peers. Based on an alternative method, AEPSi will generate OSEP outcomes and recommended ECO ratings. On the Raw Score reports, the raw score and same-age benchmark will be displayed as "n/a".

Roberts, Damien	09375	07/09/03	09/01/06	10/13/06	n/a	n/a	B	n/a	n/a	B	n/a	n/a	B
-----------------	-------	----------	----------	----------	-----	-----	---	-----	-----	---	-----	-----	---

There is nothing a user needs to do in order to place a child on the Alternative Path. If the child is 37 months or older and a Level I test was used to assess the child, that child will automatically be placed on the alternative path.

All of the OSEP Categories reports can be run from the **Class Reports** page by selecting a service date range and then clicking on the “View” link next to the report you would like to run.

All OSEP Categories reports can also be printed from these pages or exported into XML or CSV files.

## Entry Data Only (Aggregate Percentages) Report

The Entry Data Only (Aggregate Percentages) report calculates each child's OSEP Outcomes raw scores, compares them to same-age-peer benchmarks, and aggregates the results for each of the three OSEP Child Outcomes.

**Program:** OSEP Test Account #1  
**Reporting Period:** 01/01/07 to 12/31/07  
**Date:** 08/24/07

**Funding Source:** Part B, Section 619

Children Included: 3  
 Children Excluded: 0

	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
A. Percentage of children who entered at a level comparable to same-aged peers	33%	67%	100%
B. Percentage of children who entered at a level below same-aged peers	67%	33%	0%

**Funding Source:** Part C

Children Included: 3  
 Children Excluded: 0

	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
A. Percentage of children who entered at a level comparable to same-aged peers	33%	33%	67%
B. Percentage of children who entered at a level below same-aged peers	67%	67%	33%

The report displays the percentage of children who are performing at a level comparable to same-age peers and the percentage of children who are not performing at a level comparable to same-age peers.

The results are separated by Part B and Part C, according to the funding source that was selected in the child’s profile.

The report also displays the number of children who were included in the report and the number of children who were excluded. More details on why children were excluded from the report is shown in the Entry Data Only (Categories for Each Child) report.

## Entry Data Only (Categories for Each Child) Report

### OSEP Categories Report: Entry Data Only (Categories for Each Child)

**Program:** Brookes Publishing Program

**Reporting Period:** 01/01/00 to 07/31/08

**Date:** 07/25/08

**Assessment:** Assessment, Evaluation, and Programming System (AEPS®) for Infants and Children

This report is provided to enable programs to monitor the timely collection of entry accountability data. It is not required to be submitted to OSEP; only progress data is required to be submitted to OSEP.

#### Funding Source: Part C

Children Included: 5

					1. Positive social-emotional skills			2. Acquisition and use of knowledge and skills			3. Appropriate behaviors to meet needs		
Child	ID	DOB	Entry Date	Age at Entry	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category
Brookmeyer, Noni	158634	09/15/07	10/23/07	0	0	2	below	0	1	below	0	1	below
Butterfield, Marcy	124960	12/21/03	09/01/04	0	29	9	comparable	0	2	below	28	43	below
Camp, Tyree	125020	05/01/04	01/01/06	1	33	26	comparable	12	6	comparable	94	81	comparable
Mendoza, Teresa	124895	12/16/03	01/20/06	2	4	45	below	34	20	comparable	40	96	below
Popins, Jeremy	124935	08/18/03	01/01/03	0	0	2	below	0	1	below	0	1	below

Children Excluded: 4

Child	ID	DOB	Entry Date	Age at Entry	Reason
Abaiye, Oni	131156	07/11/05	10/23/07		Missing Near-Entry Data
Cimino, Mark	159046	05/17/07	03/05/08		Missing Near-Entry Data
Roberts, Damien	124860	07/09/03	09/01/04		Missing Near-Entry Data
Singh, Amir	158639	12/09/03	01/10/07	3	Invalid Funding Source

#### Funding Source: Part B, Section 619

Children Included: 4

					1. Positive social-emotional skills			2. Acquisition and use of knowledge and skills			3. Appropriate behaviors to meet needs		
Child	ID	DOB	Entry Date	Age at Entry	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category
Gufstason, Gus	139751	09/16/01	09/16/06	5	41	73	below	9	65	below	33	80	below
Linwood, Lucy	137564	01/23/02	02/23/04	2	26	45	below	10	20	below	45	96	below
McAdams, Timmy	101989	01/23/01	02/01/04	4	30	30	comparable	62	29	comparable	47	42	comparable
Roberts, Damien	124862	07/09/03	09/01/06	3	n/a	n/a	below	n/a	n/a	below	n/a	n/a	below

Children Excluded: 6

Child	ID	DOB	Entry Date	Age at Entry	Reason
Archer, Lauren	25866	12/15/00	12/16/05	5	Inappropriate age at Level II test
Gabrini, Joey	159407	06/18/04	01/01/01		Missing Near-Entry Data
Gabrini, Jovey	159415	06/18/04	01/01/01		Missing Near-Entry Data
Gabrini, Joy	159408	06/18/04	01/01/01		Missing Near-Entry Data
Pau, Gui Xon	101562	09/16/02	09/16/06		Missing Near-Entry Data
Smith, Joe	158972	01/01/04	01/01/01		Missing Near-Entry Data

### Key

#### OSEP Categories

comparable. Percentage of children who entered at a level comparable to same-aged peers
below. Percentage of children who entered at a level below same-aged peers

The Entry Data Only (Categories for Each Child) report calculates and displays each child's OSEP outcome raw scores for each of the three OSEP Child Outcomes, the corresponding same-age-peer benchmarks, and whether the child is below or comparable to same-age peers.

In addition, the report displays the child's name, date of birth, program entry date, and the test date for the Near-Entry assessment.

The report is separated by Part B and Part C.

A list of children who were excluded from the report and the reason why is also included.

## Progress Data (Aggregate Percentages) Report

Near-Exit OSEP Child Outcomes Report (Percentages)			
<b>Program:</b> OSEP Test Account #1			
<b>Reporting Period:</b> 01/01/07 to 12/31/07			
<b>Date:</b> 08/24/07			
<b>Funding Source:</b> Part B, Section 619			
Children Included: 3			
Children Excluded: 2			
	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
A. Percentage of children who did not improve functioning	0%	0%	0%
B. Percentage of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	33%	0%	0%
C. Percentage of children who improved functioning to a level nearer to same-aged peers but did not reach it	0%	0%	0%
D. Percentage of children who improved functioning to reach a level comparable to same-aged peers	33%	33%	0%
E. Percentage of children who maintained functioning at a level comparable to same-aged peers	33%	67%	100%
<b>Funding Source:</b> Part C			
Children Included: 2			
Children Excluded: 10			
	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
A. Percentage of children who did not improve functioning	0%	0%	0%
B. Percentage of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	50%	0%	50%
C. Percentage of children who improved functioning to a level nearer to same-aged peers but did not reach it	0%	0%	0%
D. Percentage of children who improved functioning to reach a level comparable to same-aged peers	0%	50%	0%
E. Percentage of children who maintained functioning at a level comparable to same-aged peers	50%	50%	50%

The Progress Data (Aggregate Percentages) report calculates each child's OSEP Outcomes raw scores, compares them to their Near-Entry raw scores and/or same-age-peer benchmarks, and aggregates the results for each of the three OSEP Child Outcomes.

The report displays the percentage of children at near exit who, maintained functioning at a level comparable to same-age peers, improved functioning to reach a level comparable to same-age peers, improved functioning to a level nearer to same-age peers but did not reach a comparable level, improved functioning but not sufficient to move nearer to functioning comparable to same-age peers, and did not improve functioning.

The results are separated by Part B and Part C, according to the funding source that was selected in the child profile.

The report also displays the number of children who were included in the report and the number of children who were excluded. More information on excluded children is included in the Progress Data (Categories for Each Child) report.

## Progress Data (Categories for Each Child) Report

Program: OSEP Test Account #1

Reporting Period: 01/01/07 to 12/31/07

Date: 08/24/07

Funding Source: Part B, Section 619

Children Included: 3

Child	ID	DOB	Entry Date	Exit Date	AEPS Test Date	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category
Child B		05/01/05	05/01/07	11/01/07	11/01/07	66	54	E	81	31	E	152	101	E
Child F		04/01/03	05/01/07	11/01/07	11/01/07	53	50	D	108	52	E	81	61	E
Child G		06/01/02	05/01/07	11/01/07	11/01/07	56	83	B	106	104	D	99	88	E

Children Excluded: 1

Child	ID	DOB	Entry Date	Exit Date	Reason	
Child AC			04/16/02	06/01/06	05/31/07	Missing Near-Entry Data

Funding Source: Part C

Children Included: 2

Child	ID	DOB	Entry Date	Exit Date	AEPS Test Date	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category	AEPS Outcome Raw Score	Same-Aged Peer Benchmark	OSEP Category
Child D		09/01/06	05/01/07	12/01/07	11/01/07	4	13	B	30	3	D	51	59	B
Child E		03/01/04	05/01/07	11/01/07	11/01/07	50	16	E	81	15	E	54	27	E

Children Excluded: 2

Child	ID	DOB	Entry Date	Exit Date	Reason	
Child AB			04/11/04	11/01/06	07/01/07	Missing Near-Entry Data
Child AF			05/08/04	01/01/07	08/31/07	Inappropriate Age at Near-Exit

Key

OSEP Categories

A. Percentage of children who did not improve functioning.

B. Percentage of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers

C. Percentage of children who improved functioning to a level nearer to same-aged peers but did not reach it

D. Percentage of children who improved functioning to reach a level comparable to same-aged peers

E. Percentage of children who maintained functioning at a level comparable to same-aged peers

The Progress Data (Categories for Each Child) report calculates and displays each child's OSEP outcome raw scores for each of the three OSEP Child Outcomes, the corresponding same-age-peer benchmarks, and the OSEP category.

In addition, the report displays the child's name, date of birth, program entry date, program exit date, test date for the Near-Entry assessment and test date for the Near-Exit Assessment.

The report is separated by Part B and Part C.

A list of children who were excluded from the report and the reason why is also included.

## OSEP Report Exclusion Categories

A child may be excluded from an OSEP report due to several reasons. Below are a list of the exclusion categories and what you need to do to correct the error.

- **Missing Near-Entry Data:**

Children Excluded:

Child	ID	DOB	Entry Date	Exit Date	Reason
Abaiye, Oni		07/11/05	10/23/07	10/23/08	Missing Near-Entry Data

Either the near-entry assessment has not been selected for a child or it has not been finalized.

**What you should do:** Make sure you have selected a near-entry assessment for the child. On the child's summary page, you should see an "OSEP entry" icon next to the assessment you want flagged for near entry. If you do not see the icon, go to the CODRF summary page of the assessment, and select "near entry" under the "OSEP Include" option. Also, verify that the assessment has been finalized and that all test items are complete. See *OSEP Include* in Section 8: **Child Assessments** for more information.

- **Missing Near-Exit Data:**

Children Excluded:

Child	ID	DOB	Entry Date	Exit Date	Reason
Butterfield, Marcy		12/21/03	09/01/04	05/21/08	Missing Near-Exit Data

Either the near-exit assessment has not been selected for a child or it has not been finalized.

**What you should do:** Make sure you have selected a near-exit assessment for the child. On the child's summary page, you should see an "OSEP exit" icon next to the assessment you want flagged for near exit. If you do not see the icon, go to the CODRF summary page of the assessment, and select "near exit" under the "OSEP Include" option. Also, verify that the assessment has been finalized and that all test items are complete. See *OSEP Include* in Section 8: **Child Assessments** for more information.

- **Less than 6 Months in Services:**

Children Excluded:

Child	ID	DOB	Entry Date	Exit Date	Reason
Archer, Lauren	19832	12/15/02	12/16/05	03/01/06	Less than 6 Months in Services

There are less than six months between the child's Program Entry and Program Exit date. OSEP has mandated that only children who have received services for at least six months should be reported on.

**What you should do:** Go to the child's profile page and verify that you have entered the correct Program Entry and Program Exit dates. If you have entered the correct dates and there are still less than six months of services received, this child will have to be excluded from OSEP reporting.

- **Invalid Funding Source:**

Children Excluded:

Child	ID	DOB	Entry Date	Exit Date	Reason
Archer, Lauren	19832	12/15/02	12/16/05	07/01/07	Invalid Funding Source

A funding source other than Part B or Part C has been selected for the child.

**What you should do:** Go to the child's profile page and verify that either Part B or Part C has been selected for funding source.



- **Inappropriate Test Used to Assess Child:**

Children Excluded:

Child	ID	DOB	Entry Date	Exit Date	Reason
Archer, Lauren	19832	12/15/00	12/16/05	07/01/07	Inappropriate age at Level II test

If a child is 36 months or younger and is using a Level II test, the inappropriate test was used to assess the child. A Level II test should be used only once a child is older than 36 months and is in the Part B program.

**What you should do:** Assess the child with the age-appropriate test.

## ECO Child Outcomes Summary Form Ratings

There are two ECO Child Outcomes Summary Form Ratings, one with near entry data only and one with progress data.

These reports can be run from the **Class Reports** page by selecting the service date range and then clicking on the “View” link next to the report you would like to run.

The ECO Child Outcomes Summary Form Ratings can also be printed from these pages or exported into either XML or CSV files.

## Entry Data Only (Ratings for Each Child)

**Program:** OSEP Test Account #1  
**Reporting Period:** 01/01/07 to 12/31/07  
**Date:** 08/24/07

**Funding Source: Part B, Section 619**

Children Included: 4

Child	ID	DOB	Entry Date	AEPS Test Date	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
Child, B		05/01/05	05/01/07	05/01/07	7	7	7
Child, C		05/01/04	05/01/07	05/01/07	1	1	1
Child, F		04/01/03	05/01/07	05/01/07	4	7	7
Child, G		06/01/02	05/01/07	05/01/07	3	5	7

**Funding Source: Part C**

Children Included: 3

Child	ID	DOB	Entry Date	AEPS Test Date	1. Positive social-emotional skills	2. Acquisition and use of knowledge and skills	3. Appropriate behaviors to meet needs
Child, AF		05/08/04	01/01/07	02/12/07	3	5	7
Child, D		09/01/06	05/01/07	05/01/07	4	4	4
Child, E		03/01/04	05/01/07	05/01/07	7	7	7

**Key**

**ECO COSF Rating**

1	2	3	4	5	6	7
Not Yet		Emerging		Somewhat		Completely

\*Complete definitions of the outcome ratings are available at the Early Childhood Outcomes Center Website (<http://www.fsa.unc.edu/eco/outcomes.cfm>)

For those programs that require use of the COSF, AEPSi provides a recommended ECO Rating for each child using the 1 to 7 scale. The report displays the child's name, date of birth, program entry date, test date for the Near-Entry assessment and the recommended ECO rating for each of the three outcomes.

The report also includes a list of children who were excluded from the report and the reason why.

## Progress Data (Ratings for Each Child)

**Program:** OSEP Test Account #1  
**Reporting Period:** 01/01/07 to 12/31/07  
**Date:** 08/24/07

**Funding Source: Part B, Section 619**

Children Included: 4

Child	ID	DOB	Entry Date	Exit Date	AEPs Test Date	1. Positive social-emotional skills			2. Acquisition and use of knowledge and skills			3. Appropriate behaviors to meet needs		
						Entry	Exit	Progress	Entry	Exit	Progress	Entry	Exit	Progress
Child, B		05/01/05	05/01/07	11/01/07	11/01/07	7	7	Y	7	7	Y	7	7	Y
Child, C		05/01/04	05/01/07	12/01/07	12/01/07	1	1	Y	1	1	Y	1	1	Y
Child, F		04/01/03	05/01/07	11/01/07	11/01/07	4	6	Y	7	7	Y	7	7	Y
Child, G		06/01/02	05/01/07	11/01/07	11/01/07	3	3	Y	5	6	Y	7	7	Y

Children Excluded: 1

Child	ID	DOB	Entry Date	Exit Date	Reason
Child, AC		04/16/02	05/01/06	05/01/07	Missing Near-Entry Data

**Funding Source: Part C**

Children Included: 2

Child	ID	DOB	Entry Date	Exit Date	AEPs Test Date	1. Positive social-emotional skills			2. Acquisition and use of knowledge and skills			3. Appropriate behaviors to meet needs		
						Entry	Exit	Progress	Entry	Exit	Progress	Entry	Exit	Progress
Child, D		09/01/06	05/01/07	12/01/07	11/01/07	4	2	Y	4	7	Y	4	4	Y
Child, E		03/01/04	05/01/07	11/01/07	11/01/07	7	7	Y	7	7	Y	7	7	Y

Children Excluded: 2

Child	ID	DOB	Entry Date	Exit Date	Reason
Child, AB		04/11/04	11/01/06	07/01/07	Missing Near-Entry Data
Child, AF		05/05/04	01/01/07	05/01/07	Inappropriate Age at Near-Exit

**Key**

**ECO COSF Rating**

1	2	3	4	5	6	7
Not Yet		Emerging		Somewhat		Completely

\*Complete definitions of the outcome ratings are available at the Early Childhood Outcomes Center Website (<http://www.fpg.unc.edu/~ecoc/outcomes.cfm>)

The Progress Data ECO Ratings report displays the recommended ECO ratings for near-entry, near-exit, and indicates whether progress occurred (Y for yes, N for no).

Also included in the report is the child's name, date of birth, program entry date, program exit date, test date for the Near-Entry assessment, and test date for the Near-Exit assessment.

A list of children who were excluded from the report and the reason why is displayed as well.

# My Toolkit

## Section 14

**My Toolkit** is an area within AEPSi that includes News & Updates, Resources & Downloads, a Discussion Board, and resources for Professional Development.

Click the **My Toolkit** tab on the upper taskbar to access all the items within **My Toolkit**.

The screenshot shows the AEPSi website's 'My Toolkit' section. At the top, a navigation bar includes the AEPSi logo, a welcome message for 'Megan Calhoun' from 'Brookes Publishing', the date 'Fri, May 30', and a 'Log Off' link. Below this is a taskbar with tabs: 'My AEPSi', 'My Children', 'My Groups', 'My Reports', 'My Calendar', 'My Toolkit' (which is highlighted), 'My Profile', and 'Help'. On the left side of the 'My Toolkit' page, there is a 'CHILD SEARCH' box with a magnifying glass icon and a list of links: 'My Toolkit', 'News and Updates', 'Author's Blog', 'Documents/Downloads', 'Discussion Board', and 'Prof. Development'. The main content area is titled 'MY TOOLKIT' and contains several sections: a general overview stating that the toolkit provides the latest updates and information for AEPS and AEPSi; 'News & Updates' with a paragraph about staying current on features and research; 'Downloads & Resources' with a paragraph about insights from authors; 'Discussion Board' with a paragraph about joining discussions; and 'Professional Development' with a paragraph about training opportunities. The footer of the page features the 'BROOKES PUBLISHING CO.' logo and a line of text: 'About Brookes :: Contact Us :: Privacy Policy :: Copyright and Terms of Use B08.01.0341 Copyright © 2007 Paul H. Brookes Publishing Co., Inc. All rights reserved.'

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My AEPSi My Children My Groups My Reports My Calendar **My Toolkit** My Profile Help

CHILD SEARCH

- My Toolkit
- News and Updates
- Author's Blog
- Documents/Downloads
- Discussion Board
- Prof. Development

### MY TOOLKIT

My Toolkit is where you will find the latest updates and information you need to make the most of AEPS® and AEPsInteractive™ (AEPSi™). Read up on best practices, be the first to learn about new AEPS features, and learn about online and on-site training opportunities.

#### News & Updates

Stay up to date on new AEPSi features, the latest research findings, legislative changes, and other developments that affect your field and your ability to help children make progress

#### Downloads & Resources

Get insights from the AEPS authors about how to use AEPS and AEPSi to meet accountability mandates, make eligibility decisions, collaborate, conduct group assessments, and more

#### Discussion Board

Join the discussion with other professionals in your field to learn what's working for you, what's not, and where the good resources are-this is the place to ask your questions

#### Professional Development

Learn where you can get training on AEPS and AEPSi, whether you have just an hour to listen to a recorded webinar or you want customized on-site training or one-on-one phone consultation

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The **Help** portion of AEPSi is a section dedicated to helping you understand how to use AEPSi. This section includes a list of Frequently Asked Questions (FAQs), AEPSi User Manual, a Getting Started Tutorial, and a sitemap of AEPSi.

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My AEPSi My Children My Groups My Reports My Calendar My Toolkit My Profile **Help**

CHILD SEARCH  »

- **Help**
- Contact Us
- FAQs
- User Manual
- Tutorials
- Glossary
- Sitemap

## HELP

There are many options for getting help with AEPSi. The following resources are available:

- › **User Manual:**  
If you are an AEPSi User that is not an Administrator, this manual will walk you through using AEPSi.
- › **Getting Started Tutorial:**  
This is a 15-20 minute tutorial that will walk you through using AEPSi.
- › **FAQs**
- › **Technical Support:**  
1-866-386-2666 or [techsupport@brookespublishing.com](mailto:techsupport@brookespublishing.com)
- › **AEPS Training:**  
1-877-884-3899 or [AEPStraining@brookespublishing.com](mailto:AEPStraining@brookespublishing.com)
- › **My Toolkit:**  
See the My Toolkit section for professional development.

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